



Office of Employee Engagement

## DAEMEN TUITION BENEFIT

### How to Apply:

Employees must complete an "Application for Daemen College Tuition Waiver Form" prior to the **Tuition Waiver Deadline** to receive this benefit. Please see deadlines below:

Summer Session 1, 3:	3 <sup>rd</sup> Friday in May
Summer Session 2:	3 <sup>rd</sup> Friday in June
Fall Semester:	July 1 <sup>st</sup>
Spring Semester:	December 1 <sup>st</sup>
Intercession:	December 1 <sup>st</sup>

Tuition waiver forms are available on the Daemen Website, by clicking on the following link:  
<https://www.daemen.edu/sites/default/files/Daemen%20Tuition%20Waiver%20Rev%202018.pdf>

Completed forms may be returned electronically via email to [hr@daemen.edu](mailto:hr@daemen.edu), interoffice mail, in person (DS126), or in the box outside the Office of Employee Engagement (after hours).

If the student is attending Full Time, they are **required** to apply for the New York State Tuition Assistance Program (TAP) Award and are recommended to also apply for the Free Application for Federal Student Aid (FAFSA).

### Tuition Waiver Eligibility:

Tuition benefits for classes at Daemen College are available to employees, spouses, domestic partners and dependent children the semester after hire.

Documentation to certify spouse, domestic partner or dependent child status may be required.

### Tuition Waiver Benefits:

Includes: tuition, college fee, student activity fee, extra credit hour charges and laboratory fees.

Excludes: applied music fees, first year orientation fee, student health insurance, room & board (including room and board damage deposit), and text books.

### Undergraduate Benefits:

Full tuition waiver applies to all courses.

### Graduate Benefits:

Employee: full tuition waiver applies to all course; non-job related are taxable in excess of \$5,250 per calendar year.

Spouse/Domestic Partner: full tuition waiver applies to all course; cost of benefit is taxable.

Dependent Children: 50% tuition waiver applies; cost of benefit is taxable.

**A World of Opportunity**