Student Accounts
DAEMEN UNIVERSITY

COMPANY REIMBURSEMENT PROGRAM
REQUEST FOR DEFERRED PAYMENT AGREEMENT

(updated 10/1/2026)

(This section for Daemen University Use Only)

- ☐ Student must pay non-refundable $40.00 deferred tuition fee each semester
- ☐ Signed paperwork from the company/employer must be submitted BY THE DUE DATE each semester that deferment is requested
- ☐ Student must submit a copy of their employer's reimbursement policy
- ☐ Student must submit a copy of their most recent pay stub with the form
- ☐ If the employer requires grades for reimbursement, the deferred payment must be received no later than 30 days after the end of the semester.
- ☐ This agreement is not valid until accepted by the Student Accounts Office and all requirements have been met. Failure to make payment may result in cancellation of courses for future semesters. If payment is not received by the due date, late charge may be assessed.
- ☐ If you are applying for financial aid, company reimbursement will be considered a financial aid resource when putting together a financial aid package. If you have questions concerning the effect of company reimbursement on your financial aid package, contact the Financial Aid Office at FinAid@daemen.edu or 716.839.8254.

EMPLOYER CERTIFICATION (to be filled out by the company/employer)

This certifies that _____ (student name) is eligible for tuition reimbursement for the ▢ Fall ▢ Intersemester ▢ Spring ▢ Summer term, 20_____and will receive $_____ tuition reimbursement upon meeting the requirements of the company's tuition reimbursement plan.

_____

NAME OF COMPANY

_____

AUTHORIZED SIGNATURE DATE

_____

PRINTED NAME TITLE

_____

PROMISSORY NOTE / CONTRACT (to be filled out by the student)

I, _____
(Student Name) with Student ID# _____, agree to pay Daemen University the remaining account balance of $ _____ for tuition and related fees for the ▢ Fall ▢ Intersemester ▢ Spring ▢ Summer term 20____. This obligation is subject to the terms of my employer's tuition assistance policy, along with a nonrefundable deferred tuition fee of $40.00. I acknowledge that this amount is subject to adjustment based on changes to my registration or financial aid.

I am requesting participation in this program as my employer provides tuition reimbursement upon presentation of my grades for this semester. I understand that any portion of tuition and fees not covered under my employer's assistance policy remains my personal financial responsibility.

I agree to pay all tuition charges, as well as any attorney's fees and associated expenses incurred to collect any defaulted balance under this contract. Late payments may incur late charges in addition to collection and legal fees. This agreement becomes valid only upon approval by the Student Accounts Office. I understand I must notify the Student Accounts Office immediately of any changes to my address or employment status, and I certify that I am at least 18 years of age.

I acknowledge that non-compliance with payment deadlines may cause the total balance to become due immediately and could affect my future eligibility for payment programs or enrollment at Daemen University. Missing a scheduled payment or a payment reversal constitutes a default on this contract. University policy mandates the withholding of services from any individual with an unpaid balance under this agreement. Additionally, the university reserves the right to report default details and relevant account information to credit reporting agencies.

SIGNATURE_____DATE:_____

For Daemen Use Only

Approved: _____ Date: _____
Code: EMPR done _____