

BUDGET TUITION PLAN

-an alternative payment plan-

FALL AND SPRING SEMESTERS

2009 - 2010

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

To ensure your application for the budget tuition plan is complete and accurate, please read the brochure in its entirety before submitting the application. Virginia Tech will not be responsible for returned debits, or unnecessary debits, due to incomplete or incorrect information, nor for failure on the part of the participant to notify us of any changes to a student's account.



CONVENIENT METHOD

Virginia Tech is pleased to offer the Budget Tuition Plan (BTP), a convenient method of planning and budgeting tuition, fees, room, board, and software charges. The BTP can cover all or part of the Fall and/or Spring institutional charges.

By using direct debits to your checking account, the BTP allows you to divide your costs into monthly installments instead of paying one lump sum by the **tuition payment deadline** date of **August 10, 2009** for the Fall semester and **January 11, 2010** for the Spring semester.

FLEXIBLE PLAN

The amount budgeted in the BTP is flexible and can be adjusted or canceled in light of scholarships, financial aid awards, student loans, dropped/added hours, etc. All that is required is **written notice** to the University Bursar's Office **5** business days prior to the effective debit date.

If you change bank accounts, a **written notice** is required **5** business days prior to the effective debit date.

INTEREST FREE

The BTP is not a loan; you will not be charged any interest. Your only cost is a **\$65 nonrefundable application fee**, which must accompany your application.

DEBIT DATES

(All debits will occur on the third Friday of the month.)

| | | |
|------------------------|---|---|
| Fall Semester | August 21 September 18 | October 16 November 20 |
| Spring Semester | January 15 February 19 | March 19 April 16 |



APPLICATION DEADLINE DATES

Applications **received** after **August 10, 2009** for the fall semester and **January 11, 2010** for the spring semester must include a check for the amount of the missed debit.



HOW TO APPLY

Please read the *Budget Tuition Terms and Conditions* on page 2 before enrolling.

Step 1: Choose the payment option you wish to use. The BTP allows you to budget one semester only or both Fall and Spring semesters using one application. If you choose to budget for each semester separately, a separate application will be needed for each semester and the **\$65 fee** will be assessed for each application. It is to your benefit to apply for both semesters at one time (one \$65 fee) and cancel if the BTP is not needed for the spring semester.

Step 2: Use the worksheet (page 4) and the semester rates (page 5) to calculate the amount to be budgeted in equal monthly payments. Only tuition, program fees (if applicable) comprehensive fees, room, board, and software charges may be paid using the BTP. All other charges must be paid using cash, check, money order or one of the electronic payment methods (echeck or credit card) available through Hokie SPA..

Step 3: Complete the application on page 3. Indicate the amount to be debited each month and sign the application. The application must be signed by the account holder in order to be processed. Please verify your routing and account numbers with your financial institution to make sure you are giving us the correct information for ACH debits, especially if using a credit union.

Step 4: Detach and return the completed application to:

Office of the University Bursar
150 Student Services Building (0143)
Blacksburg VA 24061

Please enclose the following with your application:


- ✓ A check made payable to the "Treasurer of Virginia Tech" for the **\$65 application fee** and the payment stub from page 6. Applications will not be processed without this fee.
- ✓ A **voided check** on the account to be debited.
- ✓ If the application is not **mailed to us at least 10 business days before that month's debit date**, include a separate check for the missed debits because application will not be received in time to process for the month's debit.

Once the BTP application is processed, a letter of confirmation will be sent to the payer. Please review for accuracy.





TERMS AND CONDITIONS

1. A **completed BTP application** and **\$65 application fee** must be received by the semester tuition payment deadline to avoid a late payment fee of 10% of past due balance, not to exceed \$100. Also, if the balance of the account is not completely covered by BTP or other means, the student's enrollment for that term may be cancelled. A reinstatement fee of \$75 as well as the 10% of past due balance late payment fee. Late payment fee not to exceed \$100 per term.
2. **BTP Enrollment** is accomplished by returning the attached application completed and signed by the payer to the Office of the University Bursar, 150 Student Services Building, Virginia Tech, Blacksburg, VA 24061, along with the application fee and any initial payments needed. **The BTP is not a contract between the payer and the university for the amount of tuition. This agreement only allows the payer to budget tuition, fees, room, board, program fees and software charges into four equal payments for a semester.**
3. A **checking account** is the only way to take advantage of the BTP. Savings accounts, money market accounts, equity line accounts, and credit card accounts **may not** be used. The financial institution must be a member of an automated clearinghouse (ACH) located in the United States. **It is the responsibility of the payer to verify with their financial institution the accuracy of the requested information.**
4. A **voided check** is requested but not required to participate in the BTP; however, providing one can aide in processing your application in a timely manner. **Virginia Tech will not be responsible for any returned debits due to incorrect account information.**
5. The **application fee is non-refundable**. If, for any reason, the \$65 non-refundable fee is returned unpaid, the plan will **immediately be cancelled** and tuition and fees will be due by the tuition payment deadline date. A \$25 returned check fee will also be assessed to the student's account.
6. **Returned Items**-If a debit is returned, a \$25 returned debit fee will be assessed to the student's account. A late payment fee of 10% of past due balance not to exceed \$100 per term may also be assessed. **Virginia Tech will not resubmit any returned debits. Two returned items during the academic year will result in cancellation of the BTP for the academic year.** Multiple returned items may prevent you from participating in the BTP. If for any reason the check for the initial payment is returned unpaid, it will be counted as one returned item. In the event of default or a chargeback from the bank for insufficient funds, the student will be responsible for the penalty fee and interest at the highest rate allowed by law for all reasonable administrative costs, collections costs, and attorney's fees incurred in the collection of whatever funds are due. A hold will be placed on the student's records until payment for the returned item has been received. **All returned items should be paid by cash, cashier's check, or money order.**
7. Be sure to have **funds available in the designated checking account 2-3 days prior to debit** date to prevent returned debits by your financial institution.
8. **Cancellations and Changes**- All requests for changes to the initial BTP application must be in writing (email acceptable). Any changes to bank account information must be received no later than 5 business days prior to the effective debit date. Increases, reductions, or cancellation of debits must also be received no later than 5 business days prior to the effective debit date. If not specified, the debit change will be reflected in **all** remaining debits. **Virginia Tech will not make changes to an account without proper written authorization.**
9. **Debit Amounts**-The total amount budgeted is payable in 4 installments per semester to be withdrawn on the third Friday of each month. Fall debits will begin in August and end in November; Spring debits will begin in January and end in April. Past due charges from previous semesters and other miscellaneous charges may not be included in the amount budgeted. **Do not assume the student's account is paid in full because of participation in the BTP.** If the BTP amount is less than the total due, the payer should adjust the debits or pay, with a separate payment, the remaining amount due by the tuition payment deadline.
10. **Refunds**- No Refunds will be given while there are scheduled debits remaining for the semester. If a refund is due, the payer should contact the Office of the University Bursar in writing to reduce or cancel the BTP. Enrollment in direct deposit is recommended for receiving any refund. Students will be notified by email when a refund has been processed. All refunds are payable to the student. Please refer to the Bursar homepage for the refund policy at www.bursar.vt.edu.
11. **Prior Participation**- A new application must be completed and the application fee must be paid each academic year. Participation in the BTP does not carry over from year to year.
12. **Change in Student Status**-The BTP office is not automatically notified of changes in student status. If the student has a change in residency status (in-state vs. out-of-state), resigns or withdraws from the university, reduces course load, co-ops, or is academically suspended, the student or payer must notify the Bursar's office in writing **5 business days** prior to the next debit date to adjust or cancel the BTP. Failure to do so may result in unnecessary debits being withdrawn from the authorized bank account. Please refer to our Refund Policy on our website of www.bursar.vt.edu.
13. **To comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), Virginia Tech will not release information to anyone without the student's permission.** The student may grant access to information for parents or others by completing the FERPA Disclosure form in Hokie SPA. 
14. All **questions** concerning the BTP should be directed to the Office of the University Bursar, 150 Student Services Building (0143), Blacksburg VA 24061, 540 231-6277, bthelp@vt.edu.

BUDGET TUITION PLAN APPLICATION
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
Fall and Spring Semesters 2009-2010

Student Information:

Student Identification Number (9 digits)

Student First Name _____

Student Middle Name _____

Student Last Name _____

Bank Authorization (account holder - payer)

First Name _____

Middle Name _____

Last Name _____

Telephone (H) (_____) _____ - _____ Work (W) (_____) _____ - _____ ext. _____

Payer or Student e-mail address (@) _____

Address _____

Street Number _____

City _____

State _____

Zip _____

Bank Account Information (checking account only; for reference please attach a voided check)

Bank Name: _____ Bank Address (city & state): _____

Bank Telephone: (_____) _____ - _____ Bank Routing Number (9 digits): _____

Checking Account Number: _____

Please verify routing and account number with your bank to ensure the information you provide is correct for ACH debits, especially if using a credit union account. Virginia Tech will not be responsible for any returned debits due to incorrect account information. Accounts with returned debits will be placed in HOLD status and may be assessed a \$25 return debit fee and a late payment fee of 10% of past due balance. Late payment fee not to exceed \$100 per term. Virginia Tech will not resubmit a return debit.

Enrollment Term (check one box)

- Both Semesters:** Fall Semester in the amount of \$ _____ each month (August 21, Sept. 18, Oct. 16, Nov.20)
Spring Semester in the amount of \$ _____ each month (January 15, Feb. 19, March 19, April 16)
- Fall Semester Only:** In the amount of \$ _____ each month (August 21, September 18, October 16, November 20)
- Spring Semester Only:** In the amount of \$ _____ each month (January 15, February 19, March 19, April 16)

By Signing Below

- ✓ I authorize Virginia Polytechnic Institute and State University to electronically debit my checking account for the amount(s) and semester(s) as indicated above for payments toward tuition and fees for the student listed above. All debits will occur on the third Friday of each month. Fall semester debits will begin in August and end in November; Spring semester debits will begin in January and end in April.
- ✓ I understand that if I do not provide complete information as requested, my application will not be processed and I will be responsible for payment in full by the statement due date. Applications not accompanied by the non-refundable \$65 application fee will not be processed.
- ✓ I have read and I understand all the terms and conditions provided in this agreement.

Payer's Signature _____ Date _____

Sign if Applicable:

I give permission for the above-mentioned student to make necessary changes to the Budget Tuition Plan.

Payer's Signature _____ Date _____



COMPUTING DEBIT AMOUNTS

The worksheets below should be used to determine the amount to be budgeted monthly on the BTP. Miscellaneous charges such as medical clinic charges and past due charges, etc. may not be budgeted. Please reference our website of www.bursar.vt.edu for the semester tuition and fee rates, meal plan charges, and dorm charges. **Please note that expenses not covered through the BTP must be paid in compliance with university payment deadlines.**

To calculate the Fall Semester debit amounts (August 21– November 20):

| FALL CHARGE | AMOUNT |
|---|--------|
| Tuition and Fees | \$ |
| Room Fee | \$ |
| Incoming Undergraduate | |
| Software Bundle - \$103.95 † | \$ |
| Meal Plan - Budgeting for a specific meal plan does not enroll the student in the meal plan. See page 5. | \$ |
| TOTAL CHARGES | \$ |

| CREDITS | AMOUNT |
|--|--------|
| Scholarships/Grants* | \$ |
| Financial Aid/Loans (do not include work-study)** | \$ |
| Room deposit-\$100 or Matriculation Fee-\$260 (included one semester only)*** | \$ |
| Other \$ | \$ |
| TOTAL CREDITS | \$ |

| FALL SEMESTER BUDGET | AMOUNT |
|--|--------|
| Total Charges | \$ |
| Less Total Credits | \$ |
| Amount Due | \$ |
| FALL MONTHLY DEBIT (divide amount due by 4) Enter this amount on application | \$ |

† Incoming Undergraduate Software Bundle Fee Applies to New Freshman & Transfer Students Only (a one-time charge in the first semester of enrollment)

* If you are receiving a private scholarship, you may not take credit on the worksheet unless you have sent a copy of the scholarship award notification to the Office of the University Bursar. If you receive notification of financial aid after submitting your BTP application, you should review the amount you have budgeted and adjust the amounts based on your revised information. You should notify the BTP office in writing no later than 5 business days prior to the effective debit date. **No change will be made to the debit amounts without written notification from the payer or student.** Failure to notify the BTP office may result in unnecessary debits to your account. If a refund is due as a result of the financial aid, the refund policy on page 2 will be in effect.

** After the Office of University Scholarships and Financial Aid has issued an award letter, the student's account will be credited for the total amount of the award(s) for that semester. If the student has received the award letter, all amounts for financial aid accepted by the student may be included on the worksheet.

REMEMBER: Keep a copy of the worksheet and application for your records.

To calculate the Spring Semester debit amounts (January 15 – April 16):

| SPRING CHARGE | AMOUNT |
|---|--------|
| Tuition and Fees | \$ |
| Room Fee | \$ |
| Incoming Undergraduate | |
| Software Bundle \$103.95 † | \$ |
| Meal Plan - Budgeting for a specific meal plan does not enroll the student in the meal plan. See page 5. | \$ |
| TOTAL CHARGES | \$ |

| CREDITS | AMOUNT |
|--|--------|
| Scholarships/Grants* | \$ |
| Financial Aid/Loans (do not include work-study)** | \$ |
| Room deposit-\$100 or Matriculation Fee-\$260 (included one semester only)*** | \$ |
| Other \$ | \$ |
| TOTAL CREDITS | \$ |

| SPRING SEMESTER BUDGET | AMOUNT |
|--|--------|
| Total Charges | \$ |
| Less Total Credits | \$ |
| Amount Due | \$ |
| SPRING MONTHLY DEBIT (divide amount due by 4) Enter this amount on application | \$ |

***Matriculation fee is the \$400 deposit made when a student accepts admission to the university. A credit of \$260 is given to the student on their bill for the first semester attended only. The other \$140 is a one-time non-refundable orientation fee. If the deposit was not paid, there will not be a credit.

The housing deposit of \$100 is paid by returning students to reserve a dorm room on campus. This credit is usually for the fall and is a one-time credit for the academic year. If a deposit was not paid (usually the previous spring), there will not be a credit.

Do not split these credits between semesters. Dividing the credit between semesters will result in an overpayment on the fall semester and an amount due on the spring semester.

Do not take both credits. Remember to deduct only the \$260 credit for the matriculation fee, **OR** the \$100 housing deposit.

Employees of the Budget Tuition Plan and the Bursar's Office will be glad to assist you in estimating your BTP debits. However, due to frequent changes on students' accounts, the payer is ultimately responsible for requesting any necessary changes to the plan.

ESTIMATED COST OF ATTENDANCE

TUITION AND FEES: These are the **approved, per semester, full-time** rates for Fall/Spring 2009-2010. Use these rates on the BTP worksheet to determine debit amounts. For part-time rates, or more detailed information, please contact the Office of the University Bursar or visit our website at www.bursar.vt.edu. Rates may be subject to change.

| ACADEMIC | IN-STATE | OUT-OF-STATE |
|---|---|---|
| UNDERGRADUATE | \$4,367.50 | \$10,939.00 |
| Federal ARRA Tuition Mitigation Grant ‡ | - \$65 00 | N/A |
| Incoming Undergraduate Software Bundle † | \$103.95 | \$103.95 |
| GRADUATE, Blacksburg campus | \$ 5,114.00 | \$ 8,964.00 |
| GRADUATE, VIRTUAL extended-campus sites | \$4,905.50 | \$ 8,862.50 |
| VETERINARY MEDICINE, First-third Year | \$ 9,207.50 (VA/MD Residents) | \$ 20,303.50 |
| VETERINARY MEDICINE, Fourth Year | \$6,779.17 (VA/MD Residents) | \$ 14,141.50 |
| EUROPEAN STUDIES CENTER AND STUDY ABROAD | Contact the Office of the University Bursar 231-6277 www.bursar.vt.edu | Contact the Office of the University Bursar 231-6277 www.bursar.vt.edu |

† Incoming Undergraduate Software Bundle Applies to New Freshman & Transfer Students Only.

‡ Full-time undergraduate Virginia residents will receive a \$65 per semester American Reinvestment and Recovery Act (ARRA) mitigation grant to offset cost of tuition and fees.

DINING PLANS: Completing a BTP worksheet does not add a dining plan or charges to a student's account. To add/change a dining plan, the student must go online through the Hokie SPA and select or change a dining plan. A Major Flex Plan will be automatically assigned to all students living on campus prior to the July 15 billing date if the student did not select a dining plan.

| PLAN | On Campus Residence | Off Campus Residence |
|-----------------|---------------------|----------------------|
| Mega Flex Plan | \$1,362 | \$1,362 |
| Major Flex Plan | \$1,262 | \$1,262 |
| Minor Flex Plan | N/A | \$670 |
| Commuter Cash | N/A | \$201 |

HOUSING FEES: Unless you know your room assignment, **calculate** payment based on the default rate of **\$1,650.00**. If the actual room charge is more, the student will be billed later and the remaining debits may be increased. If the actual room charge is less, the amount of the BTP debits may be adjusted at a later date.

| RESIDENCE HALLS | STYLE | COST |
|--|--------------------|--------------------|
| Upper Quad Thomas, Monteith, Brodie, & Rasche Halls | Double | \$ 1,547.00 |
| Lower and Prairie Quad O'Shaughnessy, East Campbell, Eggleston, Vawter, Barringer, Miles, Johnson, Lee, Pritchard, Slusher, & Ambler Johnston Halls | Double | \$ 1,650.00 |
| Cochrane | Suite | \$ 2,057.00 |
| Special Purpose Housing | Double | \$ 2,064.00 |
| Payne Park Includes Harper Hall , New Residence East & Peddrew-Yates Hall | Traditional-Double | \$ 1,818.00 |
| | Traditional-Single | \$ 2,489.00 |
| | Suite-Double | \$ 2,193.00 |
| | Suite-Single | \$3,029.00 |
| | Large Suite-Double | \$2,246.00 |
| Hillcrest Hall (Honors Program) | Double | \$2,003.00 |
| | Single | \$2,729.00 |
| Main Campbell (Graduate) / Newman | Double | \$1,862.00 |
| | Single | \$ 2,535.00 |
| Donaldson Brown Graduate Center & New Hall West | Double | \$2,299.00 |
| | Single | \$ 3,136.00 |

Please complete payment stub and mail with completed application and \$65.00 application fee.

STUDENT NAME: _____


STUDENT ID NUMBER: _____ (9 Digits)

CHECK NO.: _____

\$65.00



Please cut along dotted line and return coupon with your **\$65.00 application fee** and your application form.

 To comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), Virginia Tech will not release information to anyone without the student's permission. The student may grant access to information for parents or others by completing the FERPA Disclosure form in Hokie SPA.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination should contact the Equal Opportunity and Affirmative Action Office at 336 Burruss Hall, Blacksburg, VA 24061 or phone 540 231-7500.