FERPA FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

WHAT IS FERPA?

FERPA requires that students authorize the university prior to release of any university record information to a third party. The disclosure will remain valid until the student removes the authorization. Students create a 8 character "pass code" (alpha numeric) to be shared with their parent and/or guardian. The parent/guardian must disclose the pass code to the appropriate university official prior to receipt of any of the student's academic record information. This can be done by following the Hokie Spa pathway listed below:

- Log on to www.hokiespa.vt.edu
- Choose 'University Account Information' Menu
- Choose 'Family Educational Rights and Privacy Act' (FERPA)
- Enter individual's information and assign passcode
- Inform the new authorized individual of their passcode

WHAT DOES FERPA ALLOW ACCESS TO?

FERPA WILL ALLOW THIRD PARTY DISCLOSURE OF:

- Financial records (FERPA allows disclosure of financial records such as billing and financial aid questions—this authorization is separate from any online access such as the online Authorized Payer account).
- Academic records (grades, holds, etc.).
- Hokie Passport information (FERPA allows the University to discuss information regarding the student's Hokie Passport Account with a third party, however this authorization is separate from online access such as the Authorized Depositor account).

FERPA WILL NOT ALLOW THIRD PARTY DISCLOSURE OF:

- Records with Cook Counseling Center.
- Records with Schiffert Health Center.
- Records with Student Affairs.
- Any online accounts such as: Authorized Payer site, Authorized Depositor site, Budget Tuition Plan application, Hokie Spa Guest Access.

IMPORTANT DATES

- **July 15** – Fall budget tuition plan online application available
- **July 15** – Fall semester e-bill statement available
- **Aug. 10** – Fall semester charges payment due date
- **Nov. 15** – General scholarship application available
- **Dec. 15** – Spring budget tuition plan online application available
- **Dec. 15** – Spring semester e-bill statement available
- **Jan. 1** – FAFSA application available
- **Jan. 10** – Spring semester charges payment due date
- **Feb. 15** – General scholarship applications deadline
- **March 1** – Virginia Tech FAFSA priority deadline
- **June 1** –Deadline to accept Federal Work Study and Perkins Loans
- **One week prior to the start of the term** – Living expense refunds available by direct deposit if all aid requirements are complete
- **First day of term** – Last day to withdraw from the term to avoid tuition and fee charges

Office of University Scholarships and Financial Aid information and deadlines available at **www.finaid.vt.edu**.

Office of the University Bursar student account information and tuition refund policies available at **www.bursar.vt.edu**.

Office of the University Registrar registration deadlines available at **www.registrar.vt.edu**.

Hokie Passport information and online deposit guides available at **www.hokiepassport.vt.edu**

Office of the University Bursar (MC0143)
Student Services Building, Suite 150, Virginia Tech
800 Washington Street SW, Blacksburg, VA 24061
bursar@vt.edu | 540-231-6277 | Fax: 540-231-3238
www.bursar.vt.edu

University Scholarships & Financial Aid (MC0222)
Student Services Building, Suite 200, Virginia Tech
800 Washington Street SW, Blacksburg, VA 24061
finaid@vt.edu | 540-231-5179 | Fax: 540-231-9139
www.finaid.vt.edu

Hokie Passport Services (MC0268)
Student Services Building, Suite 100, Virginia Tech
800 Washington Street SW, Blacksburg, VA 24061
hokiepassport@vt.edu | 540-231-5121 | Fax: 540-231-7644
www.hokiepassport.vt.edu

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OFFICE OF UNIVERSITY
SCHOLARSHIPS AND FINANCIAL AID
OFFICE OF THE
UNIVERSITY BURSAR
AND
HOKIE PASSPORT SERVICES
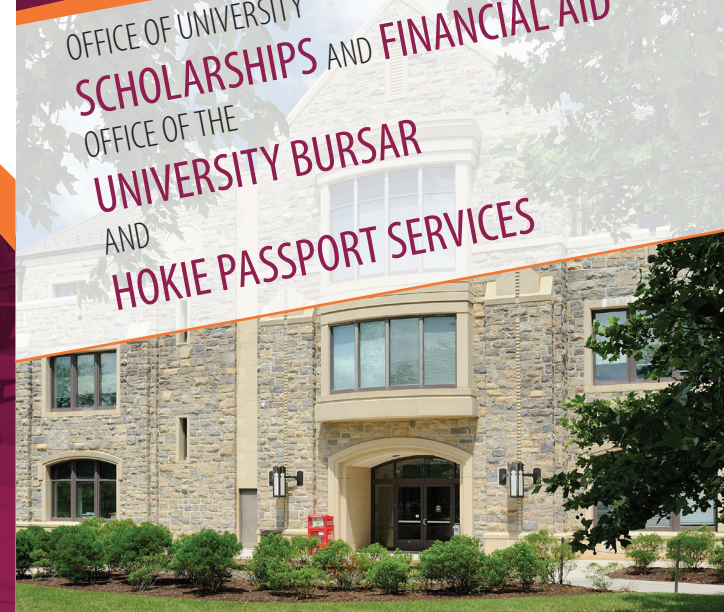
WELCOME
TO VIRGINIA TECH!

The Office of University Scholarships and Financial Aid, Hokie Passport Services and the Office of the University Bursar work closely together to facilitate the student aid and billing processes. These offices are located in the Student Services Building on Washington Street, along with the University Registrar and Veterans Services offices. We are open 8 a.m. to 5 p.m. Monday through Friday, when classes are in session. Additionally, the majority of our services are available online through Hokie SPA. This includes accessing award and billing information and making payments via the university online billing system.

You can also use Hokie SPA to view your student account details, see your e-bills, accept financial aid awards, make online payments, and enroll in direct deposit for refunds and more.

Follow the checklist in this brochure to complete important financial aid requirements and access information about online account management services available to you. If parents or others will be assisting you in managing the financial resources and payments, proper authorization is required for release of any information specific to your account. Please review the information on FERPA, guess access, authorized payers and authorized depositors for more guidance on how to authorize access to your personal educational record(s).

NEW STUDENT CHECKLIST

Enroll in these online account management services **today** for financial success. Please log into **Hokie Spa** at www.hokiespa.vt.edu with your PID and password and select the **Financial Aid Information** menu or **University Account Information** menu.

☐ Select **FERPA (Family Educational Rights and Privacy Act)** from the **Hokie SPA** main menu.
☐ Enter individual's information and assign a passcode
☐ Inform the authorized individual of their passcode

☐ Select **My Award Information** from the **Financial Aid Information** menu. Accept, reduce, or decline offered loans and federal work study. Grants and scholarships do not need to be accepted.
☐ Select award package by aid year
☐ Select accept award offer tab
☐ If offered, accept federal work study offer and Perkins Loan
☐ Complete loan requirements at http://www.finaid.vt.edu/forms/documents/1516/1516_FEDLNREQ.pdf

☐ Select **Guest Account Access** from the **Hokie Spa** main menu.
☐ Enter guest's email address
☐ Confirm email address
☐ Select the information for guest access
☐ Select "Grant Access"
☐ Guest will receive email notification and will need to create a guest account within 48 hours

☐ Select **Federal Financial Aid Release Form** from the **University Account Information** menu and follow the instructions.

☐ Select **Enroll in Direct Deposit** from the **University Account Information** menu.
☐ Enter bank information, select "Submit"
☐ Review account information; if correct, select "Add This Bank"
☐ Select "Exit"

☐ Select **View your Account Status & Pay E-bill** from the **University Account Information** menu to access Quik Pay.
☐ Choose "View Accounts"
☐ Choose "Current Statement"
☐ Choose "Authorized Payer" and follow instructions
☐ Choose "Make Payment" and follow payment instructions

☐ Select **Apply for the Budget Tuition Plan** from the **University Account Information** menu.
☐ Follow easy instructions
☐ Apply and pay the application fee

☐ **Reporting Form for Scholarships & Other Assistance** is found on both the bursar and financial aid websites under "Forms." The completed form for each scholarship should be returned to the Office of the University Bursar (MC 0143), Student Services Building, Suite 150, Virginia Tech, 800 Washington Street SW, Blacksburg, VA 24061.

The **Hokie Passport Account** may be used in university vending machines, laundry facilities, bookstores, retail locations on and off campus, and in university dining facilities. **Dining Dollars/Flex Additions** may only be used in Dining Services' dining centers.

☐ Log in to **MyVT** with your student PID and password.
☐ Select the "Personal Info" tab at the top of the screen and select "Make Deposit" from the Hokie Passport box in the upper right-hand corner.
☐ Select "Make Payment" from the menu on the left-hand side.
☐ Select the "Pay" button that corresponds to the desired account.