



# Graduate Comprehensive Fee Payment Plan

Graduate students on an assistantship contract may pay their comprehensive and commonwealth and equipment fees through the Graduate Comprehensive Fee Payment Plan. The plan is available during the fall and spring semester at no cost to students, with a new application required each semester, and allows small miscellaneous charges, such as medical clinic and software fees, up to the plan maximum (approximately \$200-500, depending on residency) to be included. Enrollment in the plan is possible after an eligible student has registered for classes and had their tuition remission entered in the Banner system by their hiring department. The projected debit amount and remaining debit dates will be displayed during the enrollment process. Debit dates correlate with university payroll dates.

<b>Enrollment Periods</b>	<ul style="list-style-type: none"> <li>▪ Fall Semester: 15 July – 30 September</li> <li>▪ Spring Semester: 15 December – 14 February</li> </ul>
<b>What you need to do</b>	<ul style="list-style-type: none"> <li>▪ Log into <a href="http://www.hokiespa.vt.edu">www.hokiespa.vt.edu</a></li> <li>▪ Select the “Hokie Spa” tab</li> <li>▪ Select “Hokie Wallet”</li> <li>▪ Select “Budget Tuition Plan”</li> <li>▪ Select “View payment plan options”</li> <li>▪ Choose “Option 2 of 2”</li> <li>▪ Complete the application</li> </ul> <p>* Have your checking or savings routing and account numbers available</p>
<b>How the payment is calculated?</b>	<ul style="list-style-type: none"> <li>▪ Your semester account balance due up to the plan maximum is divided by the remaining number of bi-monthly debits to determine each debit</li> </ul>
<b>Plan Maximum</b>	<ul style="list-style-type: none"> <li>▪ Sum of Student Activity, Student Cultural Activity, Health, Athletic, Transportation, Recreation Sports, Student Services, and the Commonwealth Facility &amp; Equipment Fees.</li> </ul>
<b>Number of Semester Debits</b>	<ul style="list-style-type: none"> <li>▪ A total of 8 semester debits correlating with university payroll dates</li> <li>▪ Number of debits depend on date of enrollment.</li> <li>▪ Fall semester appointment periods extend from August to December; Spring semester December through May.</li> </ul>
<b>Once enrolled, how is the debits paid?</b>	<ul style="list-style-type: none"> <li>▪ A “Pending Credit” will apply to your student account for the full sum of comprehensive fees which accordingly will reduce with each bi-monthly debit amount that occurs.</li> <li>▪ Bi-monthly debit amounts may increase or decrease automatically based on your account balance.</li> </ul>
<b>Questions?</b>	<ul style="list-style-type: none"> <li>▪ Contact <a href="mailto:bthelp@vt.edu">bthelp@vt.edu</a> or phone 540-231-6277. Make sure to have your FERPA passcode and student account number available.</li> </ul>