Graduate Comprehensive Fee Payment Plan

Graduate students on an assistantship contract may pay their comprehensive and commonwealth facility & 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. The plan may, or may not, allow small miscellaneous charges, such as medical clinic and software fees, up to the plan maximum depending domicile status. 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 remaining university semester payroll dates.

When can I enroll in the plan?
Contact your hiring department to verify your assistantship has been established in the payroll system and if the tuition remission has been awarded through Banner.

- Log into www.hokiespa.vt.edu, choose the ‘Hokie Wallet’ menu, select ‘Budget Tuition Plan’, select enroll in plan (Option 2 of 2).

Enrollment is based on a semester-by-semester basis (fall and spring). The fall enrollment period opens mid-July, and spring in mid-December.

- Participants must enroll each semester.
- Participants may incur late penalties if not enrolled by payment deadlines.
- Plan is not available during summer sessions.

How is the projected comprehensive fee amount calculated?
The approximate semester calculation is determined by the semester comprehensive: Athletic, Health, Recreational Sports, Student Activity, Student Services, and the Commonwealth Facility & Equipment Fee (Out of State Students only).

How is the projected number of pay periods over which the deduction will be taken calculated?
Typically, 8 debits per semester. The number of debits also depend on (a) the remaining semester pay periods, (b) the date of class registration and (c) determined by appointment date.

How is the projected amount per pay period calculated?
The amount is divided by the projected number of semester pay periods remaining which determines each debit amount. Debit amounts will NOT adjust 10 days or less prior to a debit due date

Upon enrollment, how are the comprehensive fees on my student account paid?
Payments are automated using an ACH bank draft (electronic check). A ‘pending credit’ will apply to the student eBill. The ‘pending credit’ will reduce per pay period if the effective debit is successful. If additional charges outside of the Comprehensive Fees apply, arrangements must be made to pay the difference immediately to prevent a penalty. If the semester balance is paid in some other manner, for example by loans or scholarships, the plan will automatically cancel.

Please Note: It is each student’s responsibility to stay informed of all semester debit dates and payment deadlines. Payment deadlines are posted on the Bursar Office website.

Need Help?
- For questions about an assistantship award or appointment dates, please contact your department.
- To cancel, please contact the Bursar Office at bthelp@vt.edu or 540-231-6277.
- For questions about pay, please contact the Payroll Department at payroll@vt.edu or 540-231-5201.

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