

Office of the University Bursar
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Our business hours excluding federal and state holidays, and university authorized closures are:
Walk-in: 8am to 5pm Monday through Friday
Phone: 8am – 4:30 pm Monday through Friday

Fall 2016 Purge Date is September 2, 2016.

- Fall enrollment will be dropped for non-payment of student account balances due on September 2, 2016. Please be sure your student makes payment or arrangements today.
- A purged student has 5 business days to satisfy the financial obligation & reinstatement fees to reinstate their Fall enrollment. Remind your student to take care of their student account balance today!

Fall 2016 Tuition E-bills and Due Dates

- August 15 e-bill due September 2, 2016 (new activity after July 15)
- August 27 e-bill due September 2, 2016 (new activity after August 15, up to and including the last day to add classes, August 26)
- **September 2: Final payment due date for the Fall Semester. Classes are dropped for non-payment if balances are not paid or provided for by Financial Aid or Budget Tuition Plan by midnight September 2, 2016.**

Late Payment Penalties: Please ensure that each balance due on your e-bill is paid or provided for by Financial Aid or the Budget Tuition Plan by the due dates shown to avoid a late payment penalty of 10% of the balance due up to a maximum of \$125 for the semester.

2FA (2 Factor Authentication) mandatory for students effective July 4, 2016:

Students must sign up for 2FA as of July 4. Students should visit <http://www.tech.it.vt.edu/2factor/> Any student who wishes to permit his or her parents or other third party to access billing information and make payments must do so by establishing the parent or third party as an authorized payer. http://www.bursar.vt.edu/billing_payment/authorized_payers.php

Fall 2016 Budget Tuition Plan (BTP)

- The Budget Tuition Plan opens July 15 for enrollment for the Fall Semester.
- By using direct debits from a checking or savings account, the BTP allows you to divide your payments into four monthly installments instead of paying one lump sum by the tuition payment deadline date.
- Enrollment is open to all students via the Hokie SPA. Please note that Guest Access does not provide access to BTP enrollment! Students may authorize access to Parents or third parties in the BTP enrollment system.
- Enrollment must be complete no later than August 10, 2016 at 5PM to avoid late fees. After this time, a 25% down payment must be made upon submitting the on-line application.
- Complete information about the BTP – How Students Apply and How Parents Apply found at http://www.bursar.vt.edu/billing_payment/budget_tuition.php

Expecting a Refund?

Mandatory Enrollment in Direct Deposit through HokieSPA.

If all requirements for your student's Financial Aid have been met, the first refunds for fall semester will be available by direct deposit on August 18, 2016. University policy requires that payment of wages or salaries, travel or expense reimbursement, and student account refunds be processed by direct deposit into an account designated by the student. Enrolling in direct deposit allows a fast, reliable, and safe way to receive excess funds from scholarships and financial aid directly in the bank account the student designates so that they can be used quickly for books, computer and living expenses. Timely completion of all requirements for your financial aid including thank you letters for university scholarships will provide the earliest available refund.

FERPA Authorization

A reminder to parents and others, the Bursar's Office requires a FERPA passcode to discuss specific details of the student's record, such as specific charges and payments, circumstances regarding holds and status and disposition of refunds. The student may establish the passcode for their parent or others through the Hokie SPA. Please have your FERPA passcode ready whenever calling or emailing our office about your student so that we may provide assistance.

Receiving a Scholarship or Payment from an outside (non-VT) source?

Students should complete a separate scholarship reporting form for each award from a third-party sponsor/agency (www.finaid.vt.edu/forms) **and** attach a copy of each scholarship letter or document received when submitting to the Bursar's office. Pending credit cannot be entered on the student account unless a copy of the official, signed letter from the awarding organization is sent with the reporting form. In order to allow processing time for the credit to appear on the Fall semester bill, all scholarship letters and reporting forms should be received as soon as possible so that we can reflect pending credit on your Fall semester e-bill and no later than one week before the August 10th payment deadline.

Payments from third party financial services and college savings plans must be received on or before August 10th payment deadline to avoid holds and late payment charges. Students accessing funds from the Prepaid *Virginia* 529 College Savings Plan(s) will see a pending credit on the student account bill for all requests recorded at VCSP. Copies of distribution requests for all other college savings plans may be submitted to the bursar's office following the procedures in the previous paragraph to avoid late fees and other penalties if there is uncertainty that the payment will arrive on or before August 10th.

Online payments are posted immediately to the student account. All other payments are posted within one day of delivery and can be viewed on the student account status online.

2016/2017 Tuition & Fee Rates

Tuition and Fee rates are published on our webpage at www.bursar.vt.edu.