

Office of the University Bursar
Student Services Bldg, Suite 150, Virginia Tech
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Bursar@vt.edu www.bursar.vt.edu

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

Important Information for Resignations and Reduced Enrollments

- If your student is considering withdrawing, resigning or reducing their course load to less than full-time status, please know the refund policy:

http://www.bursar.vt.edu/refunds/refund_policy.php

Fall 2016 Budget Tuition Plan (BTP)

- The Budget Tuition Plan remains open 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.
- At this time, the first debit must be paid upon enrollment. The 2nd debit will occur on September 16.
- 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.

Student Log-In:

- **The Budget Tuition Plan:**
- •Log on to www.hokiespa.vt.edu
- •Choose 'University Account Information' Menu
- •Choose 'Budget Tuition Plan'
- •Select your plan (Variable/Fixed)
- •Follow Easy Instructions
- •Apply & Pay the Application Fee and Missed Debits (if applicable)

Student Create Parent BTP PIN:

- **Parent BTP PIN:**
- •Log on to www.hokiespa.vt.edu
- •Choose 'University Account Information' Menu
- •Choose 'Budget Tuition Plan'

- Select 'Add New' under the Parent PIN
- Follow Easy Instructions
- Select 'Ok'

Parent Log-In:

- In email you will receive PIN and temporary passcode with link to enter.
- Must log in and reset password within 48 hours of receipt of email.

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.