

**Bursar's Office Hokie Family eNewsletter – January 2017****Are You Ready to Pay Spring Semester by January 10th?**

Students enrolled in Spring Semester by 5:00 p.m. on December 14th have a payment deadline of January 10th, so plan ahead for your payment.

- Enroll in the *Spring* [Budget Tuition Plan](#)
- Contact Non-Virginia Tech [Scholarship Sponsors](#)
- Contact College Savings [Pre-Paid](#)
- Address unresolved [FAFSA](#) conditions
- Payment Options: http://www.bursar.vt.edu/billing_payment/payment_options.php
- Enroll in Direct Deposit for Refunds (see page 2)

Spring 2017 Budget Tuition Plan (BTP)

Spring Semester enrollment is open. The online application is available 24 hours a day, so don't delay! Payment deadline is January 10th!

BTP FAQ: http://www.bursar.vt.edu/billing_payment/budget_tuition_faqs.php

Have questions concerning your student's account?

As a reminder, the Bursar's Office requires that you have a FERPA passcode in order to discuss details of your student's record such as specific charges and payments, circumstances regarding holds, status and disposition of refunds. Your student may establish, or re-disclose, your FERPA passcode through their student Hokie SPA.

Student Login:

- Have your student login to www.hokiespa.vt.edu
- Choose "University Account Information" Menu
- Choose "Family Educational Rights to Privacy Act" (FERPA)
- Enter individual's information and assign passcode

Note: *Inform the new authorized individual of their passcode*


Tax Season Information

Your student's electronic 2016 university tax form (1098-T) will be produced in mid-January. The 1098-T may allow qualified students and parents to claim an education credit on their annual tax return for this calendar year. More information [here](#).

Student Login:

- Have your student login to www.hokiespa.vt.edu
- Choose the "University Account Information" menu
- Select "Enroll in 1098-T Tax Form"
- Select "Electronic viewing only, via Hokie SPA/University Account Information/Tax Notification"
- Click "I accept above choice"

Note: *The online 1098-T is only available to students through their Hokie SPA.*



Expecting a Refund?

University policy requires *all* refunds be sent by electronic funds transfer (Direct Deposit) into an account designated by your student. Failure to enroll in direct deposit will result in refund delays. Spring Semester refunds begin January 12th.


Student Login:

- Have your student login to www.hokiespa.vt.edu
- Choose "University Account Information" Menu
- Enroll in Direct Deposit (All Other VT Payments (Student Refunds, Travel Reimbursements, etc.))
- Enter proper Bank Information, then select "Submit"
- Review Account Information, if correct select "Add This Bank"
- Select "Exit"




Important Information for Semester Course Drop and Resignations

If your student is considering withdrawing, resigning, or reducing their course load to less than *full-time* status, please review our refund policy: http://www.bursar.vt.edu/refunds/refund_policy.php



Tuition & Fee Rates (Fall 2016, Winter 2017, Spring 2017)

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




REMINDER: There are several *separate* parent access and disclosure authorizations that are granted and maintained by your student. If you no longer have access, or need to reset your login ID and passcode, please contact your student.

1. [Authorized Payer](#) : *Student Account Billing and Payment only.*
2. [Hokie SPA Guest Access](#) : *Academic Progress, Financial Aid information, Dining Dollar, Hokie Passport and Flex addition deposit.*
3. [Parent BTP PIN](#) : *The Budget Tuition Plan.*
4. [FERPA](#) : *Learn more about the Family Educational Rights and Privacy Act of 1974.*




Add/Drop, Spring 2017

Add/Drop for Spring Semester is open. Please make certain all past due charges are paid to prevent a hold from being placed on your student's account. A hold will prevent access to add/drop request, and receipt of transcripts.



Student Accounts with past due charges will have their Spring enrollment administratively dropped after 11:59 p.m., January 30, 2017.



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