

Bursar's Office Hokie Family eNewsletter – February 2017



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) is available through your student's Hokie SPA. 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 "Tax Notification"

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

University Policy on Direct Deposit

University policy requires *all* student refunds, excluding parent plus loans, 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

Late Fees and **Registration Holds** are applied to student accounts which have an amount past due.

More about Late Fees and Holds here: http://www.bursar.vt.edu/late_fees/#late

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.*

Our Contact information:

Office of the University Bursar (MC0143)
Student Services Building, Suite 150, Virginia Tech
800 Washington Street SW
Blacksburg, Virginia 24061
Phone: 540-231-6277
Email: bursar@vt.edu
BTP Email: bthelp@vt.edu
Fax: 540-231-3238
Walk-in: 8am to 5pm Monday - Friday
Phone: 8am to 4:30pm Monday – Friday
Web: www.bursar.vt.edu