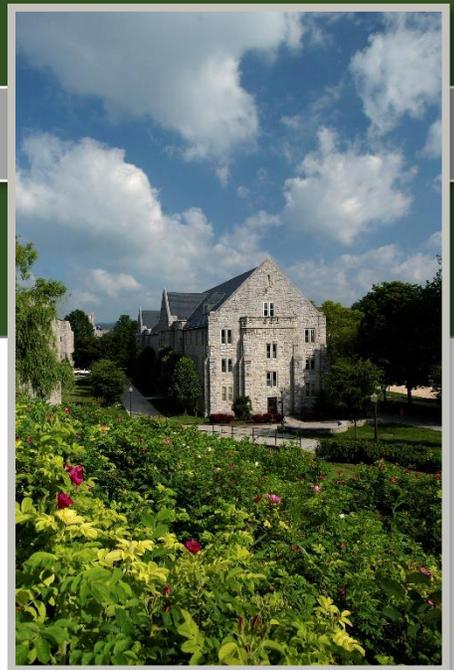


Bursar's Office Hokie Family eNewsletter – March 2017



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: *Coordinate the passcode with your student.*



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

Note: *March includes two significant student registration dates. Add/Drop for Summer Session(s) opens March 11th, and Fall 2017 Course Request opens March 21st then closes promptly on the 28th. Please make certain your student's account is paid so a registration hold does not hinder their enrollment.*



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.*



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



Is Your Student Enrolling for the Summer Session 2017?

Bill and payment deadlines for students enrolled in Summer Session I, and/or Summer Session II:

- **Summer Session I:** Billed April 14th with payment due date of May 10th.
- **Summer Session II:** Billed May 13th with payment due date of June 12th.



Fall 2017 – Spring 2018 Semester Payment Plans.

Students, or their pre-authorized parents, may enroll in our optional semester payment plans. Our plans allow four direct monthly debits to a checking or savings account each semester instead of one large payment at the beginning of each term, and can cover all or part-of each semester's institutional cost. Fall Semester 2017 enrollment opens July 15th, and Spring 2018 opens December 15th.

More here: http://www.bursar.vt.edu/billing_payment/budget_tuition.php

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.

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"

REMINDER: Parent web portals and disclosure authorizations 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

Fax: 540-231-3238

Email: bursar@vt.edu

BTP Email: bthelp@vt.edu

Walk-in: 8am to 5pm Monday - Friday

Phone: 8am to 4:30pm Monday – Friday

**Excluding Federal, State, & University recognized Holidays*

Web: www.bursar.vt.edu