



➔ **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](http://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.*

➔ **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](http://www.bursar.vt.edu/late_fees/#late)

Note: *Please make certain your student's account is paid so a registration hold does not hinder their enrollment, or graduation.*

➔ **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](http://www.bursar.vt.edu/refunds/refund_policy.php)

➔ **Is Your Student Enrolling for the Summer Session 2017?**

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

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

➔ **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 15<sup>th</sup>, and Spring 2018 opens December 15<sup>th</sup>.

More here: [http://www.bursar.vt.edu/billing\\_payment/budget\\_tuition.php](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](http://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](mailto:bursar@vt.edu)

BTP Email: [bthelp@vt.edu](mailto: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](http://www.bursar.vt.edu)