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

Upcoming Deadlines:
eBills are generated at least monthly and sent electronically to the students VT.edu email address, as well as the email address of any authorized payers on the account.
- Summer Session II’s eBill was generated May 13th with payment deadline of June 12th.
- The Fall Semester eBill will be generated on July 14th with a payment deadline of August 10th.

Summer Academy for Entering Freshman and Transfer Students
Tuition and Fees for the Summer Academy program will be billed on June 15 and will be due on July 10. The program begins July 2, 2017 and extends through August 11, 2017. More here, http://vtsa.edm.vt.edu/

New Student Orientation
During Orientation, students and parents will have an opportunity to learn how to manage their student account, from viewing and paying their bills, to enrolling in direct deposit for financial aid refunds, and more.
- First-Year Orientation 14 sessions over a five-week period - July 10 - August 2, 2017.  
  http://nsp.vt.edu/new_student_orientation/first_year_orientation.html
- Transfer Orientation 4 one-day sessions -- June 19 - 22, 2017. 
  http://nsp.vt.edu/new_student_orientation/transfer_orientation.html
Budget Tuition Plan (Fall/Spring Semester Payment Plan)
Budget Tuition Plan enrollment will open Mid-July 2017. Your student will begin the process in their Hokie Spa. This plan allows four direct debits from a checking account each semester, rather than one large payment at the beginning of the semester. Fall semester debits occur on the third Friday of each month, August –November. For more information: http://www.bursar.vt.edu/billing_payment/budget_tuition.php

Reporting Outside Scholarships
Students must report any scholarships, grants, loans and other types of assistance from various outside sources including their high school, community, civic, and professional associations and other programs using the Scholarship Reporting form (http://www.bursar.vt.edu/forms/documents/1718_SCHNOT.PDF). Students should not report scholarships received from Virginia Tech colleges, departments, and alumni chapters using this form. These scholarships will be reported directly to the Office of University Scholarships and Financial Aid.

In order to allow processing time for credit to appear on the fall semester eBill (July 15), the Office of the University Bursar must receive the scholarship reporting form as well as a copy of an official award notification from scholarship sponsors. Award notifications and payments received after the billing date will be processed in the order they are received and will be available for viewing on the Hokie Spa. All award notifications and payments for fall semester must be received at least one week prior to the August 10th payment deadline in order to avoid holds and late fees.

PrePAID/529 Savings Plans:
If you are a participant in the Virginia 529 Savings Plan Program, information on paying your tuition from either a prePAID 529 OR InVEST plan can be found here. If you are requesting payment from a non-Virginia529 plan, please submit a copy of your distribution request form and/or documentation to the Bursar’s Office. Please include the amount to be paid to Virginia Tech and the term(s) to which it is should be applied. When the documentation is received, pending credit will be entered on the student account to cover the amount requested until payment is received.

University Policy on Direct Deposit
University Policy 3615 requires student refunds be sent by electronic funds transfer (Direct Deposit) into an account designated by your student. Priority in refunding is given to students who are enrolled in direct deposit. Failure to enroll in direct deposit will result in refund delays.

Student How-to:
• 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”
Payment Options
- eChecks - no fees
- Credit cards - 2.75% service charge (MasterCard, American Express, VISA, and Discover)
- International Payments: flywire
- Budget Tuition Plan (Our Semester Payment Plan)
- Pre-paid/ 529 Plans
- Check (in person or by mail)
- Third Party Sponsors
- Loans
*Find out more about your payment options here, www.bursar.vt.edu

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

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

REMINDER:
There are several separate parent web access points 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.

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
Web: www.bursar.vt.edu