

August 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*



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.

- The initial Fall Semester eBill was generated on July 15th with a payment deadline of August 10th.

Ready to pay tuition by August 10th?



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.
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.



Budget Tuition Plan (Fall/Spring Semester Payment Plan)

Budget Tuition Plan enrollment is open. 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, 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 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

Our Contact information:

Office of the University Bursar (0143)
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

Please note that our automated systems will undergo a planned outage from Saturday, August 5th, 6:00 a.m. EDT to Sunday, August 6th, 5:00 p.m. EDT during which time the Hokie SPA, our eBill and payment system and the BTP system will be unavailable. We apologize for the inconvenience.

