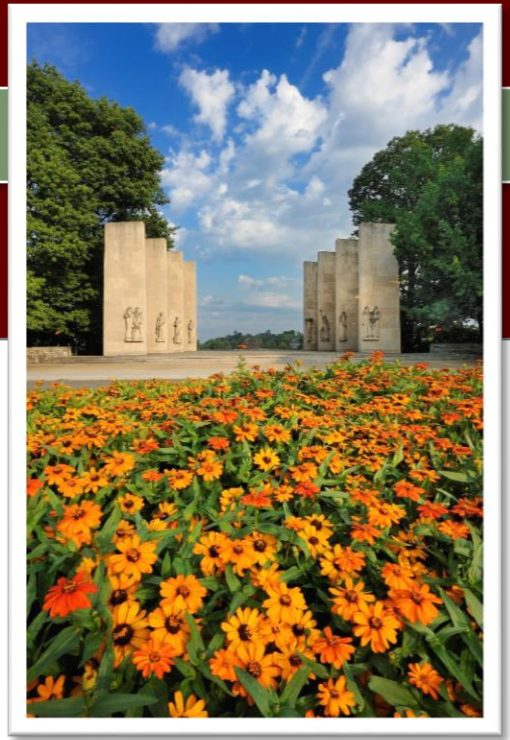


September 2017



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:

- Classes will be dropped for non-payment of student account balances due on September 11th. Please make your payment, or arrangements, today!



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:

Access 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.*

See our web page "[How Do I...?](https://www.bursar.vt.edu/how.html)" for additional assistance: <https://www.bursar.vt.edu/how.html>

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, <https://www.bursar.vt.edu/>

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

