



December 2017 –January 2018



Winter Break

The Bursar's Office will close for Winter Break at noon on Friday, 12/22/2017, and re-open on Wednesday, 1/03/2018.



Plan ahead for Spring Semester

If registered, the initial Spring Semester eBill will be available on 12/15/2017. Payment deadline is 1/10/2018, so plan ahead for your payment, or...

- Enroll in the Spring Budget Tuition Plan (opens 12/15/2017)
- Contact Non-Virginia Tech Scholarship Sponsors
- Contact College Savings Pre-Paid
- Work out any unresolved FAFSA conditions



Upcoming Deadlines:

- Please settle any outstanding balance so your student may participate in Add/Drop for Spring (11/25/17-1/22/18).
- Students enrolled in Winter Session by 11/14/17 will be billed 11/15/17 with a payment due date of 12/10/2017. If travel abroad is to be part of your student's experience, we require enrollment in Direct Deposit through the student Hokie SPA prior to disbursement of any refund. Enrolling in Direct Deposit ensures that funds are readily available before your student embarks.
- Students enrolled in Spring Semester by 5:00 p.m. on 12/14/2017 have a payment deadline of 1/10/2018.

Ready to pay spring tuition by January 10th?



Expecting a Refund

University policy requires all refunds 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 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"



Late Fees and **Registration Holds** are applied to student accounts which have an amount past due.

More about Late Fees and Holds here: <https://www.bursar.vt.edu/students/latefees.html>



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 How-To:

- 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*



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: <https://www.bursar.vt.edu/students/refundpolicy.html>



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...?](#)” for additional assistance: <https://www.bursar.vt.edu/how.html>



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/>





Tax Season Information

Your student's electronic 2017 university tax form (1098-T) will be produced in January. At this time, we ask for the student's consent for electronic viewing of the 1098-T.

The 1098-T may allow students and parents to claim an education credit on their annual tax return for this calendar year. More about the 1098-T [here](#). Instructions for giving electronic consent are below:

Student How-To:

- Have your student login to www.hokiespa.vt.edu
- Choose the "University Account Information" menu
- Select "Enroll in 1098-T Tax Form"
- Select "Electronic consent to view via Hokie SPA/University Account Information/Tax Notification"
- Click "I accept the above choice"
- Note: The online 1098-T is only available for students through their Hokie SPA.



Our Contact information:

Office of the University Bursar (0143)
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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

