

## Office of the University Bursar April 2018



### Have questions about 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](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: Inform the new authorized individual of their passcode.

### Upcoming Deadlines:

Please settle any outstanding balance so your student may participate in:

- Add/Drop for Summer Sessions:
  - Summer I: March 12<sup>th</sup> – May 23<sup>rd</sup>
  - Summer II: March 12<sup>th</sup> – July 4<sup>th</sup>
- Add/Drop for Fall Semester April 14<sup>th</sup> – May 25<sup>th</sup>; August 4<sup>th</sup>-24<sup>th</sup>

### Is Your Student Enrolling for the Summer Session 2018?

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

- Summer Session I: Billed April 16<sup>th</sup> with payment due date of May 10<sup>th</sup>.
- Summer Session II: Billed May 15<sup>th</sup> with payment due date of June 11<sup>th</sup>.

### Tax Season Information

The 2017 1098-T tax form is now available in your student's Hokie Spa. The 1098-T may allow students and parents to claim an education credit on their annual tax return for the 2017 calendar year. More about the 1098-T [here](#) .

#### Student How-To:

- Have your student login to [www.hokiespa.vt.edu](http://www.hokiespa.vt.edu)
- Choose the "University Account Information" menu
- Choose 'Tax Notification'
- Enter a Tax Year

Note: The online 1098-T is only available for students through their Hokie SPA.

## 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>

**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>

### 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.

- [Authorized Payer](#) : *Student Account Billing and Payment only.*
- [Hokie SPA Guest Access](#) : *Academic Progress, Financial Aid information, Dining Dollar, Hokie Passport and Flex addition deposit.*
- [Parent BTP PIN](#) : *The Budget Tuition Plan.*
- [FERPA](#) : *Learn more about the Family Educational Rights and Privacy Act of 1974.*

Note: 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

Note: 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](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

Web: [www.bursar.vt.edu](http://www.bursar.vt.edu)

