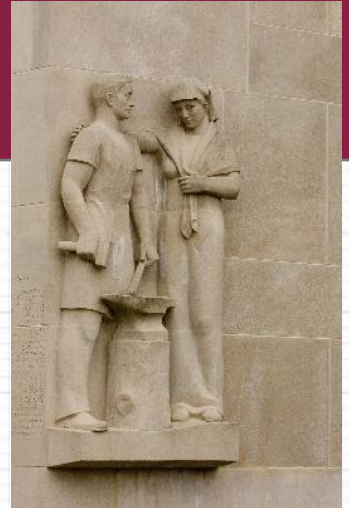
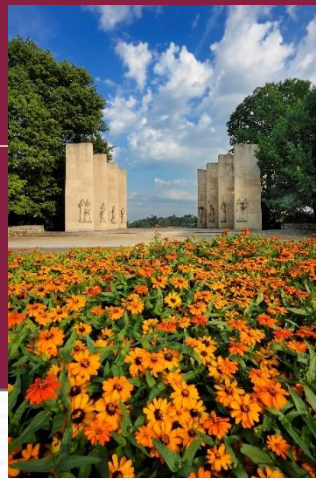


Office of the University Bursar May-June 2018



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

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 16th with payment due date of May 10th.
- Summer Session II: Billed May 15th with payment due date of June 11th.

University Policy on Direct Deposit

University policy requires all student refunds, excluding parent plus loans, 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"

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, 1098-T, Account Summary, 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

BTP Email: bthelp@vt.edu

Walk-in: 8am to 5pm M-F

Phone: 8am to 4:30pm M-F

Web: www.bursar.vt.edu

