

New Student Guide: Learn how access [Hokie SPA](#), register for classes, submit the health history/immunization record, and other pertinent details.

Mandatory Employment Forms: You must appear at the office that is funding your assistantship (the office that issued your contract) to complete forms before your first day of employment. Do not start work until this is done. See [list of documents](#) you must provide.

Pay Dates and Direct Deposit: Paychecks are issued by direct deposit twice a month (nine pay periods per semester). First pay date is Sep 1 for contracts starting Aug 10, and Jan 16 for contracts starting Dec 25. Set up [direct deposit](#) at least two weeks before the semester begins. If unable to meet this deadline, a paper check will be held for you at the Bursar's Office.

Tuition and Fees: Payment due dates are Aug 10 and Jan 10 every year. Your funding department will pay the percentage of tuition and program fees shown on your contract. Blacksburg campus students pay comprehensive fees; all out-of-state students at every campus also pay the Commonwealth Facility and Equipment fee each semester.

Out of State Waiver: You are eligible for this waiver if you earn at least \$2000 on assistantship stipend in a semester. It is applied to your account (shown as "Grad Out-of-State UF Diff") after your position is entered in the payroll system by the hiring department *and* you have registered for at least one credit hour.

Graduate Comprehensive Fee Payment Plan: You may pay your comprehensive fees in installments during the fall and spring semesters. Enroll in the payment plan through Hokie SPA before the payment deadline after you register for classes and your tuition is entered by the hiring department.

Registration: Graduate assistants must enroll 12-18 credit hours by the last day of add/drop. Audit hours do not count toward the total number of hours; research and dissertation hours are counted. See [Academic Calendar](#) for web drop/add enrollment dates.

Top four reasons for Registration Holds:

- You have no valid address in [HokieSPA](#)
- You have an overdue student account balance
- You haven't submitted the [immunization history form](#);
- You are an international student who has not provided [proof of medical insurance](#).

Your bill: Charges and credits are posted on your student account in Hokie SPA. Monitor your student account for updates. To avoid a late fee, pay outstanding charges by the payment deadline. If you have questions or concerns about your bill, contact the Bursar's Office for assistance at bursar@vt.edu.

Insurance Subsidy Benefit: If you have a 50 percent or greater assistantship, you are eligible for an 88 percent subsidy of the university's [student medical insurance](#) plan. You will pay your portion of the insurance cost through your student account. (Subsidy does not apply to dependent plan.)

Taxes: [State](#) and [federal](#) taxes may be withheld from your paycheck. Visit the [IRS Withholding Calculator](#) to estimate possible withholdings.

International students may wish to visit [International-Taxpayers](#), or review [information provided by the Cranwell International Center](#).

Learn more about the university's [assistantship policy and procedures](#).