

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 semi-monthly installments over the nine pay periods in the semester. You can set this up in Hokie SPA after you enroll for the semester and your tuition remission 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 three reasons for Registration Holds:

- Outstanding charges are not paid by Aug/Jan 10
- [Schiffert Health Center](#) doesn't have your required health form or immunization record;
- 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 before 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. Eligibility for this plan also requires that you pay the remaining percent through payroll deduction.

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 consult the university's international tax specialist, Janet Kunz at jakunz@vt.edu, regarding foreign national taxes and tax treaties.

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