

Money Matters PowerPoint slide deck narrative

For slide deck shared June 3, 2025

Slide 1: Office of the University Bursar

Title: Money Matters: eBill and Payment Options

Virginia Tech university logo on bottom of slide

Slide 2: Get Involved!

- **Check your VT email regularly** for important dates and deadlines
- **Review your student account** often to understand your financial responsibilities
- **Know your resources:** Connect with your graduate coordinator.
- **Visit <https://wallet.vt.edu>** to access the Getting Started Guide

Slide 3: FERPA Authorization

According to the University's Family Educational Rights & Privacy Act (FERPA), University staff can only discuss matters with people if they provide the proper FERPA passcode. The FERPA passcode lets us discuss information with students, parents, guardians, and/or authorized payers.

The student should create a FERPA passcode through their Hokie SPA for themselves and any parents or spouse that may make inquiries on their behalf.

Slide 4: Hokie SPA (Student Portal Access)

Screen shots of the Hokie Spa pages in the Virginia Tech Information System

First screen shot shows the Hokie Wallet webpage. The second screen shot is a closeup of the Hokie Wallet page showing two links.

Slide 5: FERPA Authorization

The slide shows a screen shot of the FERPA Disclosure page with directions for creating FERPA passcodes.

Slide 6: Avoid Late Penalties: Add an eBill Authorized Payer

The slide shows a screen shot of a webpage where one can designate an authorized payer.

Slide 7: Avoid Late Penalties: eBill

The slide shows the menu for the student account page.

- The Activity Details menu item is explained: Real-time display of current balance total.
- The Statements menu item is explained:
 - Produced only once per billing cycle.
 - Statements are permanent records of each billing cycle.
 - Billing typically occurs on the 15th of each month, with the due date beginning on the 10th of the following month.

Slide 8: Avoid Late Penalties: eBill

The slide shows screen shots of the statement activity details and summary page:

- Charges
- Payments: These are monies actually received
- Pending Credits: These are monies we are expecting to receive.

Slide 9: Payment Options <https://wallet.vt.edu>

- eCheck — no fees
- Credit card — service charge
- Flywire International payments
- Semester Payment Plan
- Outside Scholarships

Slide 10: Flywire

- Virginia Tech has partnered with Flywire to help international students make secure education payments in their currency.
- Secure, flexible options to pay from 240 countries and territories in more than 140 currencies.
- Local payment methods include bank transfers, credit cards, e-wallets, and more.

Slide 11: Budget Tuition Plan: Semester Payment Plan

Payment Plan

- Pay part or all of your tuition, fees, dining, and housing in monthly installments during the semester.
- Only pay a \$45 application fee per semester, interest free.
- Combinable with assistantships that cover less than 100% of tuition or scholarships.
- Must enroll each semester
- Payable with U.S. or domestic bank account only; no credit cards or foreign banks
- Automatically adjusts for charges and credits placed on an account.
- Enrollment periods open:

- Fall semester: Mid-July
- Spring semester: Mid-December
- Summer semester: Early May

Slide 12: Budget Tuition Plan: How to enroll:

Screenshot of the website menu, highlighting Payment plans. Instructions:

- Students
 - Log in to Hokie SPA
 - Choose Hokie Wallet
 - Select Payment Plans
- Authorized Payer
 - Log in to Authorized Payer
 - Select Payment Plans

Slide 13: Outside Scholarships

- Student submits online scholarship reporting form through Hokie SPA
- Separate submission for each outside scholarship
- Award letter required for each scholarship
- Scholarship checks should be mailed to the Bursar's Office and made payable to "Treasurer of Virginia Tech."
- Submit early!

Slide 14: Graduate Assistantships (Title only)

Slide 15: Graduate Assistantship: Finding your contract.

You can view your assistantship information through the OneCampus portal at Virginia Tech.

How to locate your assistantship in OneCampus:

1. Go to <https://onecampus.vt.edu>
2. Sign in with your PID and password
3. In the search bar, type "Graduate Contract"
4. This will take you to the Graduate Contract System where you can review contract offers as well as previous contracts.

Slide 16: Graduate Assistantship: What's covered?

Standard Graduate Assistantships typically cover:

- In-State Tuition
- Library Fee
- Program Fee (if applicable).

It is the student's responsibility to:

- Accept assistantship early!
- Comprehensive Fees (student activity fee, health fee, athletic fee, recreational sports fee, student services fee, and the transportation fee)
- Commonwealth Facility and Equipment Fee (CFE)
- Student Health Insurance
- Medical Clinic Charges
- Other miscellaneous charges

Slide 17: Graduate Assistantship: What's Covered? (continued)

- Graduate assistants who met earning requirements will receive:
 - An out-of-state tuition differential (reducing tuition to the in-state rate)
 - A differential for the Immigration Services fee (if charged)
- These waivers are applied after you are entered into the payroll system by your hiring department.
- Questions: Contact your hiring department directly.

Slide 18: Graduate Comprehensive Fee Payment Plan

Available to graduate students on assistantships — tuition remission must be present on your account.

Once enrolled, your eligible balance is divided into eight scheduled withdrawals from your U.S. bank account. These align with university payroll dates and automatically adjust for charges and credits placed on the account.

Free to enroll — a new application is required each semester (only available fall and spring semesters)

Covers:

- Comprehensive and Commonwealth Facility and Equipment Fees
- Subsidized student medical insurance charges
- Up to \$200-\$500 in miscellaneous charges (varies by residency)

Enroll early to avoid larger withdrawals later in the semester.

Slide 19: To Enroll in the Graduate Comprehensive Fee Payment Plan

How to apply for the Graduate Comprehensive Plan:

1. Log into Hokie SPA
2. Choose Hokie Wallet
3. Choose View & Pay eBill
4. Click on View payment plan options — this is the Comprehensive Fee Payment Plan
5. Choose Option 2 of 2

When filling out the applications, we recommend using the same U.S. bank account that you've set up for your payroll direct deposit. It helps ensure smooth, consistent processing of withdrawals.

Slide 20: Direct Deposit

Students can enroll in Direct Deposit through the Hokie SPA to receive payroll payments

How to enroll in Direct Deposit:

1. Log into Hokie SPA
2. Choose Hokie Wallet
3. Select Enroll in Direct Deposit
4. On the right side of the screen, select Add New to add the new payroll allocation
5. You will be asked to enter your bank account information, including your routing number, account number, and account type.

Students should also enroll in Direct Deposit for Accounts Payable Deposits in order to be able to receive refunds from the university. This can be done using the same steps to get to the same screen. The same account may be used for both.

Slide 21: Expectations

The student account is paid or arranged to be paid through university-verified scholarships, grants, loans, or the payment plan by the semester payment deadline date of August 11. Failure to do so will result in late penalties or financial dismissal.

Slide 22: Helpful Links

University Bursar <https://www.bursar.vt.edu>

- Tuition and Fee Rates <https://www.bursar.vt.edu/tuition-fee-rates/tuition-fees.html>
- Description of Fees: https://www.bursar.vt.edu/content/dam/bursar_vt_edu/fees/Description%20of%20Fees%202025-26.pdf
- Payment Options: <https://www.bursar.vt.edu/payments.html>
- Refund Policy: <https://www.bursar.vt.edu/refunds1/refunds.html>
- Due Dates and Late Penalties: <https://www.bursar.vt.edu/tuition-fee-rates/tuitionduedates.html>

Hokie SPA: <https://hokiespa.vt.edu>

- Financial Checklist for New and Returning Students (on menu)