

Office of the University Bursar



Money Matters

eBill and Payment Options

Get Involved!



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



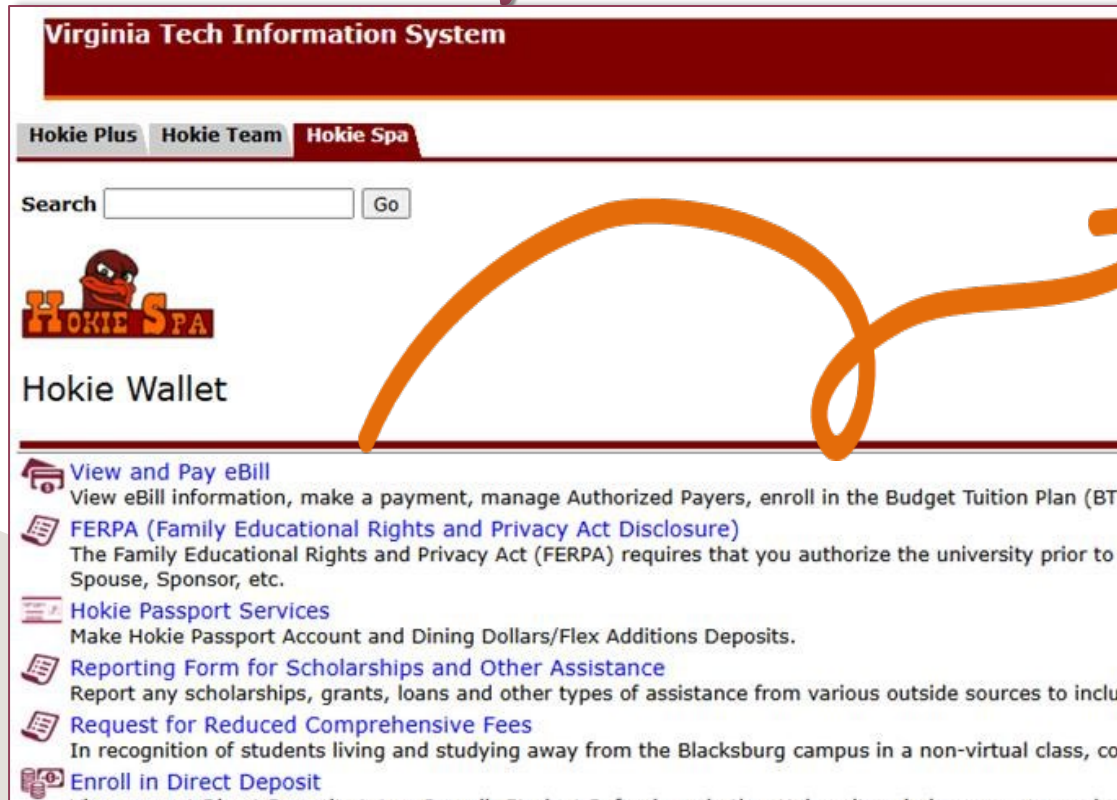
FERPA Authorization

According to the University's Family Educational Rights & Privacy Act (FERPA), University staff can only discuss matters with people if they provide a 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 parent or spouse that may make inquiries on their behalf.

HOKIE SPA (Student Portal Access)

Hokie SPA is only for students.









Virginia Tech Information System

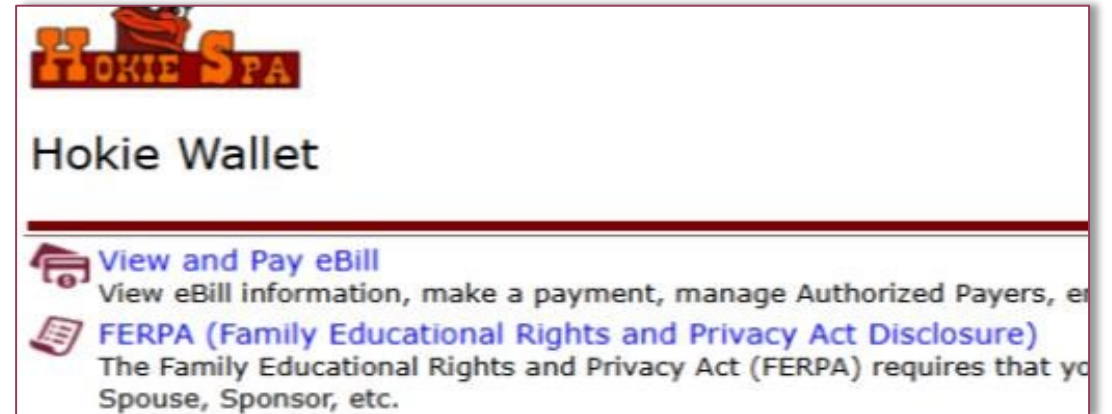
Hokie Plus Hokie Team **Hokie Spa**

Search Go

HOKIE SPA

Hokie Wallet

-  **View and Pay eBill**
View eBill information, make a payment, manage Authorized Payers, enroll in the Budget Tuition Plan (BT)
-  **FERPA (Family Educational Rights and Privacy Act Disclosure)**
The Family Educational Rights and Privacy Act (FERPA) requires that you authorize the university prior to Spouse, Sponsor, etc.
-  **Hokie Passport Services**
Make Hokie Passport Account and Dining Dollars/Flex Additions Deposits.
-  **Reporting Form for Scholarships and Other Assistance**
Report any scholarships, grants, loans and other types of assistance from various outside sources to inclu
-  **Request for Reduced Comprehensive Fees**
In recognition of students living and studying away from the Blacksburg campus in a non-virtual class, co
-  **Enroll in Direct Deposit**



HOKIE SPA

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FERPA Authorization

[Hokie Plus](#) [Hokie Team](#) [Hokie Spa](#)

Search

[MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

FERPA Disclosure

i **The Family Educational Rights and Privacy Act (FERPA)** requires that you authorize the university prior to release of any academic record information to a third party. Completion of the following online form allows you to approve disclosure of your academic record information to parent(s) and/or guardian(s). The disclosure will remain valid until you remove the authorization via the add/delete button. It is important that you create a 8 character PASS CODE (alpha numeric) to be shared with your parent and/or guardian. The parent/guardian must disclose the pass code to the appropriate university official prior to receipt of any of your academic record information.

PASSCODE FOR SELF: To allow departments and college offices to discuss your record over the phone with you, assign yourself a passcode. Provide passcode to staff when calling.

Tax Dependent? It is important to note that the Commonwealth of Virginia requires tax dependent students attending Virginia's colleges and universities to release academic record information to their parents. This requirement is allowable within the guidelines of FERPA. If you are a tax dependent of your parent or guardian, please denote that information by checking "YES" in the question column, "Are you a Tax Dependent?" Remember to complete the 8 character PASS CODE (alpha numeric) information as well.

Refer any questions relative to this process or laws should be directed to Rick Sparks, registrar@vt.edu.

[Return to Registration Status page](#)

Parent/Guardian/Other/Student Name		Relationship	Are you a tax dependent to this person?	Create Pass Code
First name	Last name		Yes <input checked="" type="radio"/> No <input type="radio"/>	
Existing records:		Father <input checked="" type="checkbox"/>		
<div></div>		Mother	Y	<div></div>
		Self	N	
		<input type="button" value="Add/Delete Record"/>	<input type="button" value="Reset"/>	

[VT Alerts](#) | [Hokie PLUS](#) | [Hokie Team](#) | [Hokie Spa](#) | [Timetable of Classes](#) | [Graduate Admissions](#) | [Hokie Wallet](#) | [Dean of Students Reporting System Menu](#) | [Faculty Online Credential System](#) | [Banner Current Releases](#)]

AVOID LATE PENALTIES: Add an eBill Authorized Payer

VT VIRGINIA TECH

My Account

- Overview
- Activity Details
- Make a Payment
- Transactions
- Statements
- Tax Forms**
- Help
- Sign Out

Virginia Polytechnic Institute & State University

Basic information

Name: Erdenedalai Davaatseren

Payment methods

[Add payment method](#)

Payers

Do you know someone that would like to help you pay? Invite them to have access to your account!

[Send a payer invitation](#)

SMS notifications

Sign up

My Account Payer Invitation

Payer information

* First name:

* Last name:

* Email address:

* Confirm email address:

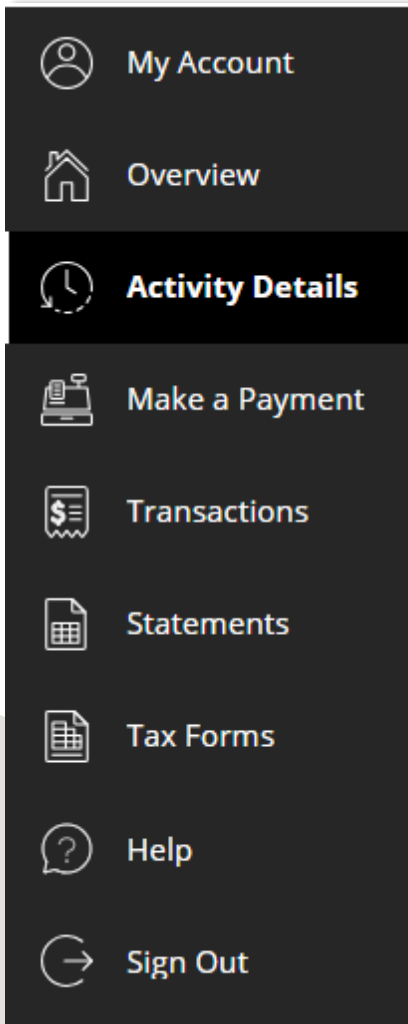
Payer access

By sending this invitation, I hereby authorize this payer to access my account information and/or make payments.

☒ Allow access to statements

☒ Allow access to tax forms

AVOID LATE PENALTIES: eBill



Activity Details

- Real-time display of current balance subtotal.

Statements

- Produced only once per billing cycle.
- Statements are permanent records of each billing cycle.
- Billing typically occurs on the **15th of each** with the due date begin on the **10th** of the following month

AVOID LATE PENALTIES: eBill



STATEMENT SUMMARY	
Statement Date	12/18/2024
Due Date	01/10/2025
Student ID	
Previous Account Balance	\$476.96
Current Account Balance	\$9,809.10
TOTAL DUE	\$1,868.60

If mailing a check, make your check payable to Treasurer of Virginia Tech and please include Student ID #.

Have a question? Visit wallet.vt.edu

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

Businesses and other non-VT affiliates, visit our website for payment options. For questions, email bursar@vt.edu or call 540-231-6277. Late payment fees of 10% of the past due balance (not to exceed \$125 per term) will be assessed to students who have not paid or do not have sufficient financial aid or other credit to cover institutional charges. Finance Charges will be assessed to all accounts with a past due balance. Students will not be assessed finance charges unless there is a past due balance remaining at the end of the term. **If applicable, a pending credit indicates an anticipated payment that may be changed or cancelled. You will be responsible for any remaining balance should this anticipated payment not be received.

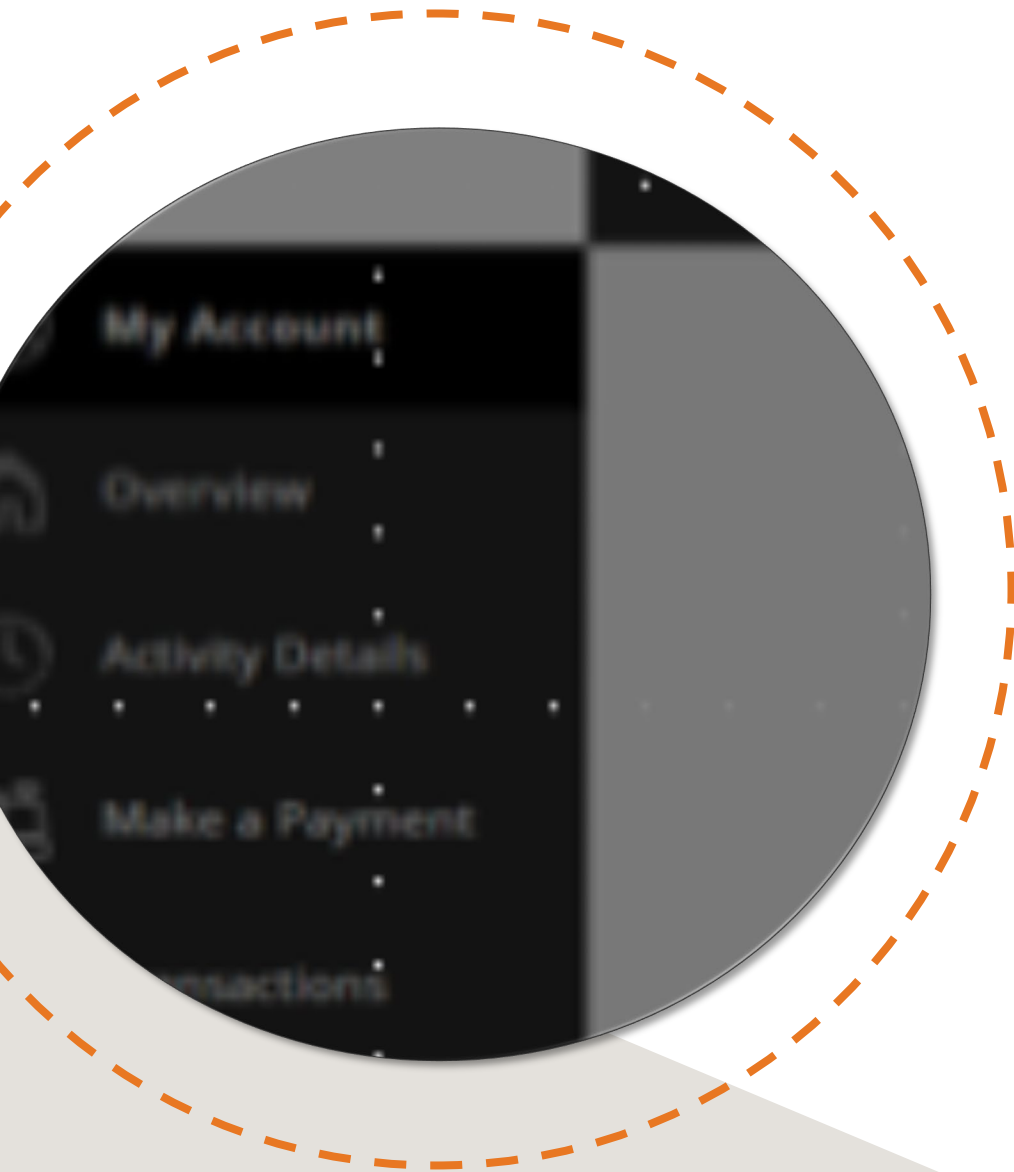
Invoice/Statement Details				
Date Posted	Term	Description	Charges	Credits
PREVIOUS ACCOUNT BALANCE			\$476.96	
Current Activity				
	Spring 2025	Athletic Fee, Spring	\$218.50	
	Spring 2025	Grad Out-of-State UF Diff	-\$7,961.00	
	Spring 2025	Health Fee, Spring	\$323.00	
	Spring 2025	Immigration Services Fee, Spr	\$275.00	
	Spring 2025	Cmwlth Facility & Equipment	\$302.00	
	Spring 2025	Grad Out-of-State Tui, Spring	\$15,845.00	
	Spring 2025	Library Fee, Spring	\$56.50	
	Spring 2025	Rec Sports Fee, Spring	\$200.00	
	Spring 2025	UF GR Diff Immigration Ser Fee	-\$275.00	
	Spring 2025	Student Activity Fee, Spring	\$279.50	
	Spring 2025	Student Services Fee, Spring	\$321.00	
12/16/2024		Aetna Student Insurance	\$224.60	
12/16/2024		BTP E-ACH Payment		\$238.48
11/29/2024		BTP E-ACH Payment		\$238.48
*** Activity SUBTOTAL = \$9,332.14 ***				
*** PENDING CREDITS ***				
12/18/2024	Spring 2025	Tuition Remission, Spring		\$56.50
12/18/2024	Spring 2025	Tuition Remission, Spring		\$7,884.00
Total Amount Due			\$1,868.60	

Activity Details

Current Account Summary

Student ID:		Student Name:	
Summary Description		Amount	
Previous Term Balance		\$0.00	
Current Term Balance		\$0.00	
Pending Credits		-\$0.00	
Current Account Balance		\$0.00	





Payment Options

wallet.vt.edu

- eCheck – no fees
- Credit Card – service charge
- Flywire International Payments
- Semester Payment Plan
- Outside Scholarships

Foreign Currency

Flywire

Virginia Tech has partnered with [Flywire](#) to accept education payments in your own currency, using real-time tracking and Around-the-clock multilingual payment processing.

Flywire

wallet.vt.edu

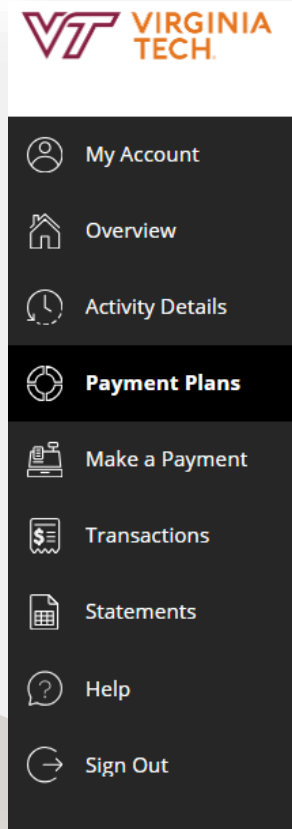
- Virginia Tech has partnered with Flywire to help international students make secure education payments in their currency.
 - Secure, flexible options to pay from **240 countries** and territories in **140+ currencies**
 - Local payment methods include **bank transfers, credit cards, e-wallets** and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

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 \$45.00 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 the account.
- Enrollment Periods Open:
 - Fall semester: mid-July
 - Spring semester: mid-December
 - Summer semester: early-May

Budget Tuition Plan How-To Enroll:



Students:

- Log in to Hokie SPA
- Choose “Hokie Wallet”
- Choose “View and Pay eBILL”
- Select “Payment Plans”

Authorized Payer:

- Log in to Authorized Payer
- Select “Payment Plans ”



Outside Scholarships

- Students submit online scholarship reporting form through their 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 !!!!!

An aerial photograph of a university campus. In the center is a large, rectangular green lawn. Surrounding the lawn are various university buildings, some multi-story and others smaller. The campus is bordered by trees and greenery. The text "Graduate Assistantships" is overlaid on the image, with "Graduate" in orange and "Assistantships" in dark red.

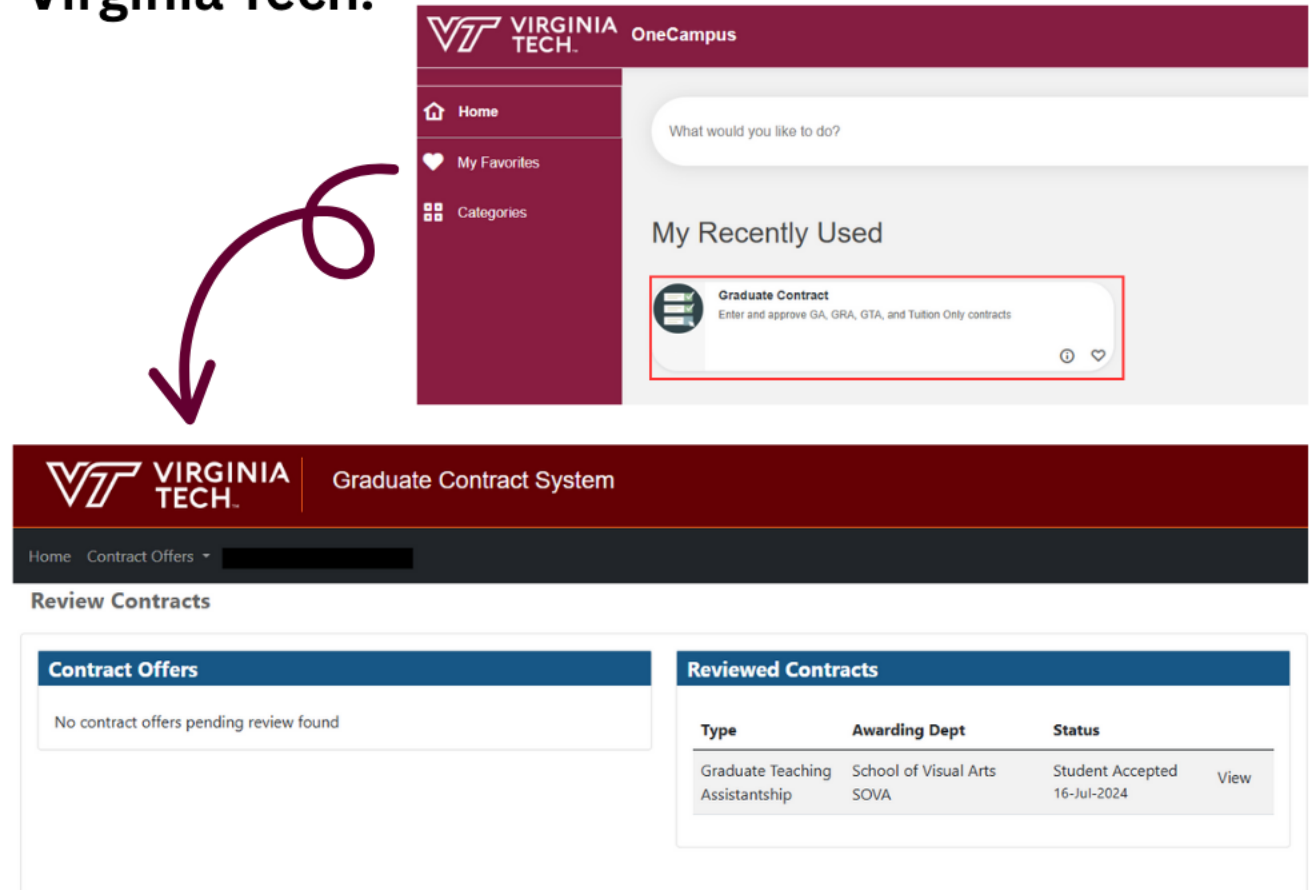
Graduate *Assistantships*

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 onecampus.vt.edu
2. Sign in with your PID & 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



The image shows a sequence of two screenshots from the OneCampus portal. The top screenshot is the main OneCampus interface with a search bar and a sidebar. A red box highlights the 'Graduate Contract' option in the 'My Recently Used' section, and a red arrow points from this box to the bottom screenshot. The bottom screenshot shows the 'Graduate Contract System' page. It has a header with the Virginia Tech logo and 'Graduate Contract System'. Below the header is a navigation bar with 'Home' and 'Contract Offers'. The main content area is titled 'Review Contracts' and contains two sections: 'Contract Offers' and 'Reviewed Contracts'. The 'Contract Offers' section shows 'No contract offers pending review found'. The 'Reviewed Contracts' section is a table with columns for Type, Awarding Dept, Status, and a View link.

Type	Awarding Dept	Status	
Graduate Teaching Assistantship	School of Visual Arts SOVA	Student Accepted 16-Jul-2024	View

Graduate Assistantship: What's Covered?

Standard Graduate Assistantships Typically cover:

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



GRADUATE ASSISTANTSHIP CONTRACT

It is the Student's Responsibility:

- **Accept Assistantship EARLY!!!!**
- Comprehensive Fees (student activity fee, health fee, athletic fee, recreational sports fee, student services fee, & the transportation fee).
- Commonwealth Facility & Equipment Fee (CFE)
- Student Health Insurance
- Medical Clinic Charges
- Other Miscellaneous Charges

CONTRACT PERIOD: 10-Aug-2025 to 09-May-2026
AWARDING DEPT/UNIT: School of Visual Arts SOVA
CONTRACT TYPE: Graduate Teaching Assistantship
CAMPUS LOCATION: Blacksburg
TUITION TERMS: Fall 2025, Spring 2026

CONTRACT NUMBER:
MONTHLY PAY: \$2,682.00
IN-STATE TUITION: 100%
COMPREHENSIVE FEES: 0%
CFE FEES: 0%



Graduate Assistantship: **What's Covered?**

Graduate assistants who meet 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!***

Graduate Comprehensive Fee Payment Plan

Available to graduate students on assistantship - tuition remission must be present on your account

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

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



Once enrolled, your eligible balance is divided into 8 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.

Enroll early to avoid larger withdrawals later in the semester!

To Enroll in the Graduate Comprehensive Fee Payment Plan



My Account



Overview



Activity Details



Payment Plans



Make a Payment



Transactions



Statements



Tax Forms



Help



Sign Out

How to apply for the Graduate Comprehensive Plan:

- Log into Hokie SPA
- Choose “Hokie Wallet”
- Choose “View & Pay eBill”
- Then click “View payment plan options”
- Choose “Option 2 of 2” - this is the Graduate Comprehensive Fee Payment Plan

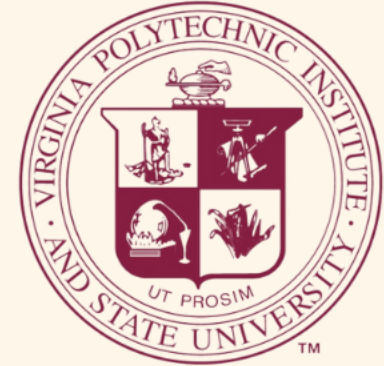
When filling out the application, we recommend using the same U.S. bank account that you’ve set up for your payroll direct deposit. It helps ensure smooth, consistent processing of withdrawals.

Direct Deposit

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

How to Enroll in Direct Deposit:

1. Go to hokiespa.vt.edu
2. Log in using your VT PID & Password
3. Click "Hokie Wallet"
4. Select "Enroll in Direct Deposit"
5. On the right side of the screen, select "Add New" to add a new payroll allocation.
6. You will be asked to enter your bank account information including your routing number, account number, and the 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.

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.

Helpful Links

University Bursar: www.bursar.vt.edu

- Tuition & Fee Rates
- Description of Fees
- Payment Options
- Refund Policy
- Due Dates & Late Penalties

Hokie SPA (Student Portal Access): hokiespa.vt.edu

- Financial Checklist for New & Returning Students