

FINANCIAL INFORMATION

Auditing

Students are assessed the same rate for tuition and fees for auditing courses as for courses taken for credit.

Billing Statements (E-Bill)

Student Accounts are billed electronically. Current e-bills, e-bill history, and real-time current account activity are viewed in the e-billing system accessed through the student portal (Hokie SPA). E-bills are prepared at least monthly for new charges. Payment is required by due date on the statement to avoid penalties such as a late fee, registration hold, and cancellation of registration.

The initial e-bill for fall semester is posted mid-July and is due August 10. Updated e-bills are produced mid-August and again following the last day to add. Financial arrangements and payments must be in place to cover all charges no later than one week following the last day to add classes each semester to avoid cancellation of enrollment for the term. The initial e-bill for spring semester is posted in mid-December and is due January 10. After, a schedule similar to the fall e-bill schedule is followed. E-bills for the summer and winter terms will be posted at least one month prior to the start of each term.

Past due charges incur a late fee and will prevent access to drop/add and prevent pre-registration for the upcoming semester. In addition, past due charges from a prior semester incur finance charges.

Budget Tuition Plan

Virginia Tech's Budget Tuition Plan (BTP) offers a convenient method for planning and budgeting payment of tuition, fees, room, and board each semester. The BTP can cover all or part of the institutional charges. This plan provides the opportunity for the student or authorized family member to enroll in scheduled payments. The only cost for this service is a non-refundable application fee due with the application each semester. Students can join the BTP online through Hokie SPA. Please see wallet.vt.edu for additional information.

Bursar

The Office of the University Bursar is responsible for the billing of tuition, fees, housing, dining plans and many other student and related charges. Billing statements are electronically generated monthly (e-bill) and can be viewed on the student billing portal in Hokie SPA, where payment can be made by e-check, credit card, or payment plan if eligible. Payment can also be made by mail, in-person, or through Flywire (international payments).

Students may authorize parents or others as payers on their e-bill account. Unless revoked by the student, the payer receives the e-bill notification monthly and is able to view the account and make payments electronically to the student's account.

Release of Financial Information to a third party such as parent(s) and/or guardian(s) requires student authorization under the Family Educational Rights and Privacy Act (FERPA). The FERPA disclosure can be done via the Hokie SPA.

Detailed information is available on the Bursar's website www.bursar.vt.edu (<http://www.bursar.vt.edu>) and wallet.vt.edu.

Additional information on financial aid may be obtained by writing, calling, or visiting:

Virginia Tech Office of the University Bursar
Student Services Building, Suite 150
800 Washington St SW
Blacksburg, VA 24061
540-231-6277
Fax: 540-231-3238
bursar@vt.edu

Collection of Past Due Receivables for Students

Any amount owed to the university including, but not limited to, tuition, fees, room, board, loans, notes receivable, and amounts due for goods and services provided is considered a receivable to the university. A receivable becomes past due if payment is not received by the payment due date. At ninety days past due, the receivable becomes delinquent.

For currently enrolled students, the primary collection tool is the placement of a "**hold**" by the Office of the University Bursar on a student's record. This "**hold**" restricts certain student activities such as the ability to add or drop classes, receive diplomas, and registration for future academic terms. Once established, the "**hold**" remains in place until the debt is paid in full. When a student is no longer enrolled, the collection procedures utilized for other "non-student" receivables are implemented.

Individuals are responsible to pay all fees and charges owed to Virginia Tech. If the individual defaults on payment, has a returned check, e-check, or debit of said fees and charges, or has any delinquent amount owed, the individual must pay a penalty fee, interest at the highest rate allowed by law or as agreed to with Virginia Tech, and all reasonable administrative costs, collections fees, and attorney's fees incurred in the collection of amounts due the university. Students will be notified by an email sent to their Virginia Tech email address to alert them that a statement has been generated. Virginia Tech and their respective agents or contractors may contact individuals regarding any amounts owed, at the current or any future number provided for the cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

Addresses must be kept current and can be changed by students as needed on Hokie SPA. Non-receipt of e-bill notification is not a valid defense for non-payment; it is the responsibility of the individual who has incurred the debt to see that the debt is discharged.

For non-students, a dunning message is included on each month's statement alerting the customer to the next collection steps that will be taken. If payment is not forthcoming within the stated period, the account and all pertinent information are forwarded to an outside collection agency for further collection efforts. In addition, the account is reported to national credit bureaus, thus affecting the debtor's credit rating.

In addition to the above measures, the university also lists the account with the Virginia Department of Taxation for set-off debt collection procedures. This means that any state income tax refund or payment processed through the State Treasurer's Office to the debtor will be reduced by the amount of the receivable owed by the debtor.

Eligibility for In-State Tuition

Eligibility for in-state tuition privileges and reduced rate tuition eligibility is governed by §§23.1-500 through 23.1-510 of the Code of Virginia. The

provisions of §23.1-500 of the Code of Virginia are set forth, defined, and discussed in the State Council of Higher Education for Virginia's Domicile Guidelines <http://www.schev.edu/index/tuition-aid/in-state-residency/financial-aid-policy-and-procedures>. SCHEV developed these Guidelines to facilitate the consideration of uniform criteria in determining domiciliary status. §§23.1-500 through of the Code of Virginia places the responsibility on the student for establishing by clear and convincing evidence that s/he is eligible for the in-state tuition rate. Further, the burden is on the applicant to demonstrate by clear and convincing evidence that his/her domicile is Virginia and that s/he has abandoned any prior domicile. According to SCHEV's Guidelines, clear and convincing evidence is defined as "that degree of proof that will produce a firm conviction or a firm belief as to the facts sought to be established. The evidence must justify the claim both clearly and convincingly." Please visit SCHEV's website at <http://www.schev.edu/index/tuition-aid/in-state-residency> for additional information.

Residence or physical presence in Virginia primarily to attend the university does not entitle students to in-state tuition rates. Domicile for tuition purposes should be established before one enters the University. Please note that if a student enters the University classified as an out-of-state student, the student must present clear and convincing evidence to rebut the presumption that they are residing in the state primarily to attend school. Students seeking reclassification to in-state status must be prepared to pay the out-of-state tuition rate unless they are notified in writing that their status has been reclassified to in-state tuition.

Domicile classification is determined at the time of a student's admission to Virginia Tech. Undergraduate transfer and freshman applicants for admission apply for in-state status at the time they apply to Virginia Tech. For additional information please contact:

Office of Undergraduate Admissions
925 Prices Fork Road, Mail Code 0202
Blacksburg, VA 24061
<https://vt.edu/admissions/undergraduate.html>
(540) 231-6267
domicile@vt.edu

Continuing or returning undergraduate students classified as out of state who believe they qualify for in-state tuition may apply for changes in residency status through the Office of the University Registrar by completing the Application for Virginia in-state tuition rates. Applications must be received prior to the first day of class for the semester that in-state tuition privileges are sought. Please email residency@vt.edu for additional information. For additional information please contact:

Office of the University Registrar
Suite 250 Student Services Building
800 Washington Street, SW, Mail Code 0134
Blacksburg, VA 24061
www.registrar.vt.edu
(540) 231-6252
residency@vt.edu

The regulations governing domicile are determined by state law, and are therefore subject to change. The information stated herein is not intended to be a contract between a student and Virginia Tech but is provided for informational purposes only.

Eligibility for In-State Tuition Rates through the Veterans' Choice Act of 2014

A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill® – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill®), of Title 38, United States Code, who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more. *GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

Anyone using transferred Post-9/11 GI Bill® benefits (38 U.S.C. § 3319) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.

Anyone using transferred Post-9/11 GI Bill® benefits who lives in the state where the IHL is located and the transferor is a member of the uniformed service who is serving on active duty.

A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence).

An individual using educational assistance under chapter 31, Vocational Rehabilitation and Employment (VR&E) who lives in the Commonwealth of Virginia while attending a school located in the Commonwealth of Virginia (regardless of his/her formal State of residence) effective for courses, semesters, or terms beginning after March 1, 2019.

Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same institution. The person so described must have enrolled in the institution prior to the expiration of the three-year period following discharge or release as described above and must be using educational benefits under either chapter 30, chapter 33, or chapter 31 of title 38, United States Code.

Grievance Policy

"The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Our office investigates complaints of GI Bill® beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact our office via email saa@dvs.virginia.gov."

Enrollment Status (Full Time)

Certification of full-time student status, for most purposes, U.S. Department of Veterans Affairs (V.A.) educational benefits, Social Security benefits, loans, scholarships, and grants, is based on the following enrollment information: official undergraduate and College of Veterinary Medicine enrollment for each regular semester must be 12 or more credit hours and official graduate enrollment for each regular semester must be 9 or more credit hours. All courses must be in the A/F option, P/F option, or equivalent credit. Please note that courses taken under the audit option do not count toward the enrollment status. Participation in the Virginia Tech Cooperative Education program, National Student Exchange program, and International Student Exchange

program reflects full-time enrollment. Certification of enrollment for V.A. educational benefits will reflect only those hours considered to be progress toward the degree or educational objective. Although considered to be enrolled full-time, students who participate in the Cooperative Education program are not eligible for V.A. educational benefits or federal financial aid during the terms in which they participate in the Co-Op program.

Students Receiving Veterans Education Benefits

Once Virginia Tech receives a valid VA authorization, such as a VAF 28-1905 for Chapter 31 VR&E beneficiaries, Certificate of Eligibility (COE) or "Statement of Benefits" for Chapter 33 Post 9/11 GI Bill® recipients, and the student has submitted a request to use such entitlement, the covered student will be permitted to participate in the approved course(s) while awaiting payment from the VA for a period of 90 days from the date Virginia Tech submits a valid invoice for tuition/fees (T&F) to VA. For attendance costs a student's Veterans Affairs benefits will cover, Virginia Tech will not impose any penalty, including the assessment of late fees; the denial of access to classes, libraries or other institutional facilities; or require any covered individual to borrow additional funds due to delayed T&F payments from the VA.

Medical Resignations

A student resigning for medical reasons will be charged a daily tuition rate for each day enrolled.

Resignations for medical reasons must be accompanied by a recommendation from Schiffert Health Center or Cook Counseling Center at Virginia Tech or a medical professional indicating the student is unable to continue in school due to medical reasons. Recommendations should be forwarded to the student's academic dean. It is the purview of the Academic Dean to approve the recommendation.

Military Withdrawals

Students called into active military duty are encouraged to communicate with their advisors, instructors, and undergraduate or graduate deans to arrange "incompletes" or rescheduling of remaining work if their orders are received near the end of a term. However, if students request a withdrawal from the university, permission is granted without punitive action as well as granting a full refund of tuition and fees. This full refund is requested regardless of the date of the action of withdrawal. Procedurally, students (or their parents or guardians) are requested to provide copies of activation orders. If orders are unobtainable (in some emergency call-ups, this is possible), the University Registrar will telephone the company commander for verbal confirmation. Further, the University Registrar will serve as facilitator of this process for any advisor, instructor, or dean seeking verification of the students' military status. Students with Federal Financial Aid should be advised that full refund of tuition will result in an immediate requirement to commence repayment of aid. Students with federal financial aid are to be given the option of full or partial refund. Students are to work with their advisors and deans in requesting reinstatement to the university.

Reinstatement: All students leaving under the military withdrawal policy are entitled to reinstatement into the same program of study. Students are directed to seek advising from their advisors or academic deans. If absent more than five years, certain majors may require re-taking of specific major courses.

Defer Initial Enrollment: Students called up for active duty may defer initial enrollment (in the same major) if:

- The student returns to Virginia Tech after a cumulative absence of not more than five years, and
- The student provides notice of intent to return to Virginia Tech not later than three years after completion of the period of service.

Payment Directions

The most efficient and direct methods of payment include electronic payments as accessible in the e-bill system and the Budget Tuition Plan.

If paying by mail, please make the check payable to Treasurer of Virginia Tech. Print the PDF version of the e-bill and enclose the remittance advice with your check to ensure proper payment application. Mail to:

Virginia Tech Office of the University Bursar
Student Services Building, Suite 150
800 Washington Street SW
Blacksburg, VA 24061

When mailing payment, please do not send cash. See wallet.vt.edu (<http://wallet.vt.edu/>) for additional payment options.

Refund Policy

Virginia Tech requires that payment of wages or salaries, travel or expense reimbursement, and student refunds be processed by direct deposit into an account in the name of the student at a financial institution in the United States designated by the student. The student can enroll in direct deposit online through Hokie SPA under the Hokie Wallet menu. Refund processing priority is given to students enrolled in direct deposit. If the student has not provided bank account information, a refund check will be mailed to the permanent address listed on Hokie SPA at the time the refund is processed. Requests for replacement refund checks must be in writing and will not be accepted until 14 calendar days after the date the original check was issued and mailed.

Refunds (Room and Board)

Students holding a residence hall contract who leave the university during the first week of class will forfeit \$100 of their residence hall fee. Thereafter, the semester room charge, less \$100, will be apportioned over the first six weeks of the semester. A student who withdraws after the Friday of the sixth week of the semester will be charged the full room and board rate. Any eligible refund accrual is based on the room check-out date.

Students who purchase a declining balance dining plan will be charged a forfeiture fee of \$100 during the first week for a Major, Mega, or Premium dining plan and \$35 during the first week for a Minor Flex or Commuter Cash dining plan. Beginning in week two and throughout the remainder of the semester, students will forfeit the base cost and will be refunded any unused dollars in the declining balance account. Commuter Cash dining plan holders will receive a refund of the remaining dollars on the plan less a \$35 forfeiture fee. Refunds are calculated from the date the resignation is processed by the university or the last day of dining plan use, whichever is later. No refund will be granted for a resignation backdated for a previous semester.

Students with a balance in a Dining Dollars, Flex Additions, or Hokie Passport account will receive a credit on their student account of the balance less a \$15 processing fee per account. Questions concerning adjustments to room charges should be directed to Housing Services at (540) 231-6205. Questions concerning adjustments to dining plan charges should be directed to Hokie Passport Services at (540) 231-5121.

Refunds (Tuition)

The refund schedules below list the student refund for withdrawals, resignations, and reduced course load for the fall and spring semesters. Schedules by calendar day as well as schedules for winter and summer are published on the bursar's website under Refund Policy. Students considering reducing their course load or resigning should always review examples of the calculation of any refund before actually dropping the course or resigning. Students receiving financial aid should contact the University Scholarships & Financial Aid Office prior to dropping the course to determine the impact on their financial aid.

Fees are defined as the comprehensive fees (full or part time) and any laboratory or resource fee associated with a particular course. When dropping a course, please note the non-refundable nature of fees after the first week of classes. Tuition and fee refunds for resignations are based on the effective date of resignation. If there is a question related to the effective date of resignation, the student should contact their college.

Tuition Refund Schedule for Reduced Course Loads

Semester Class Day	Student Refund
One - Five	100% of Tuition and Fees
Six - Eight	90% of Tuition and Fees
Nine - Nineteen	50% of Tuition and Fees
Twenty - Thirty-Seven	25% of Tuition and Fees
After day Thirty-Seven	0%

Tuition Refund Schedule for Withdrawals & Resignations

Semester Class Day	Student Refund
One	100% of Tuition and Fees
Two - Eight	90% of Tuition and Fees
Nine - Nineteen	50% of Tuition and Fees
Twenty - Thirty-Seven	25% of Tuition and Fees
After day Thirty-Seven	0%

- All refunds will be calculated from the official date of resignation, which may not necessarily be the last day of class attendance. No refund will be granted for retroactive/back-dated resignations.