Study Abroad Payment

# (Deposits & Program Fees) Payment Procedure

Once the local fund has been established and the detail code created, work with your departmental or college financial admin or support specialist to charge the students’ accounts through Banner. Once the charges appear, it’s important to notify students regarding the payment procedure and important deadlines. Please be advised that depending on the type of payment made, it can take several days to be able to access the funds.

Your email message could look something like this:

Dear Student,

The following message is a notification that your account has been billed for the [initial program deposit or program fee] in the amount of [$--------] which is due by \_\_\_\_\_\_\_\_\_\_\_. Late payment will still be considered, so please follow up with the program leader(s) if unable to meet the deadline.

Make all checks payable to Treasurer, Virginia Tech and submit to the Office of the University Bursar, 150 Student Services Building, Blacksburg, VA 24061. When mailing or submitting payment in person, be sure to identify that the payment being made is for your study abroad program. You may also pay online through Hokie Spa as you would for submitting regular University tuition payments; however, you must make sure to call the Bursar office (540-231-6277) to let them know that the money you have submitted is payment for the \_\_\_\_\_\_\_\_\_\_\_ Study Abroad program (Detail Code \_\_\_\_\_).

Virginia Tech tuition and fees are NOT included in the program fee installments billed by the department offering your study abroad program. Participants will be billed directly by the University Bursar for the Virginia Tech tuition and fees. For an overview of tuition and fee costs, see here: http://www.bursar.vt.edu/.

Tuition e-bills become available and due dates are as follows:

July 15 – Fall semester e-bill statement available

Aug.10 – Fall semester charges payment due date

Dec. 15 – Spring semester e-bill statement available

Jan. 10 – Spring semester charges payment due date

See here for instructions on submitting payment online: http://www.bursar.vt.edu/billing\_payment/view\_pay.php.