WELCOME TO VIRGINIA TECH GRADUATE STUDIES IN THE NATIONAL CAPITAL REGION (NCR)

GRADUATE STUDENT SERVICES OFFICE (GSSO)
Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043
www.nvc.vt.edu/gsso -- gssoncr@vt.edu -- 703-538-8327
The Graduate Student Services Office (GSSO) is here to assist you with your academic needs.

INTERNATIONAL GRADUATE STUDENT SERVICES (IGSS) OFFICE
Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043
www.nvc.vt.edu/international -- intlncr@vt.edu -- 703-538-8326
The International Students and Scholars Services Office advises NCR international students and their accompanying dependents.

RESOURCE CENTER/LIBRARY
Northern Virginia Center (NVC), 7054 Haycock Road, Falls Church, VA 22043
www.lib.vt.edu/nvc -- nvclibrary@vt.edu -- 703-538-8340
The Resource Center/Library at the NVC is a branch of the Virginia Tech University Libraries. Services include a book collection, online databases, full-text journals, e-books and Hokie Passports.

VIRGINIA TECH ALUMNI ASSOCIATION
Jack Hutcheson - jhutches@vt.edu - 703-538-8331
www.alumni.vt.edu -- www.nvc.vt.edu/alumni
Connect with a network of more than 45,000 regional alumni. Get involved with the NCR Alumni Chapter.

GRADUATE STUDENT ASSEMBLY (GSA)
www.graduateschool.vt.edu -- gsa@vt.edu -- 703-538-8327
The NCR Graduate Student Assembly (GSA) is the governing body of graduate students. The GSA represents your needs and concerns and serves as your liaison with the University Administration.

GRADUATE SCHOOL - BLACKSBURG
Virginia Tech, Graduate Life Center at Donaldson Brown, 155 Otey Street, Blacksburg, VA 24061
www.graduateschool.vt.edu -- grads@vt.edu -- 540-231-8636
The Graduate School is here to help guide you through your academic program and provide information for scholarships, graduate assistantships and funding.

GRADUATE STUDENT OMBUDSPERSON
Virginia Tech, Graduate Life Center at Donaldson Brown, 155 Otey Street, Blacksburg, VA 24061
wwwgraduate.ombudsman.vt.edu -- grdombuds@vt.edu -- 540-231-9573
The Graduate Student Ombudsperson Office provides a safe and comfortable environment for you to discuss problems, concerns and complaints confidentially.
An equal opportunity, affirmative action institution - http://www.vt.edu/about/equal-opportunity.html
UNIVERSITY BURSAR: Tuition, Fees and Refunds
www.bursar.vt.edu -- 540-231-6277 -- bursar.vt.edu

PAYING FOR CLASSES

You are responsible for all tuition and fees once registered for classes

- Frequently check your Hokie Spa account and Virginia Tech emails for updates.

Pay your account by the billing due date

- This will avoid late fees, finance charges, account holds, purged classes, and reinstatement fees.

Pay by E-Check (no fee) or Credit Card (service fee)

- Go to Hokie Spa and click on PAY E-BILL.

Pay by Check or Money Order

- Mail your check or money order (“Treasurer of Virginia Tech”) and billing statement to the Bursar’s Office.

Authorize Tuition Payers

- Emails will be sent to you and your Authorized Payers when a statement is generated and payment received.

Obtain Scholarships, Loans, Grants, Waivers

- Go to www.finaid.vt.edu and see the University Scholarships and Financial Aid Information.

Enroll in the Budget Tuition Plan (BTP)

- Pay Fall or Spring tuition in four installments, instead of paying one lump sum by the tuition deadline.

RECEIVING REFUNDS

Prior to Adding or Dropping Classes

- Review the course request and drop/add dates, payment deadlines and refund policies.
- If receiving financial aid, contact the University Financial Aid Office at www.finaid.vt.edu.
- Consult with your academic department.

Calculation of Refunds

- Refunds will be calculated from the official date of resignation (may not be the last day of class appearance).
- No refund will be granted for a resignation which occurred in a previous fiscal year.
- The academic fee, technology fee and comprehensive fee are non-refundable after the beginning of classes.
- Graduate Students do not receive refunds of tuition and fees for courses withdrawn.

Refund Payments

- If enrolled in Direct Deposit, the refund will be applied to your bank account.
- If not enrolled in Direct Deposit, a check will be mailed to your permanent address in Hokie Spa.

Overpayments by credit card

- The payer’s credit card which initiated the bill will be refunded.
- The payer or authorized payer will see a credit on their credit card statement.
UNIVERSITY BURSAR: Tuition, Fees and Refunds
www.bursar.vt.edu - 540-231-6277 - bursar@vt.edu

DROPPING SOME COURSES - BEFORE DROP DEADLINE
www.hokiespa.vt.edu - Registration and Schedule - Drop/Add

If you are dropping SOME of your courses BEFORE the drop deadline:
• You may do so through Hokie Spa during Drop/Add registration.
• Your refund will be based on your course load and the date you drop the courses.
• You will not receive refunds for fees.

WITHDRAWING FROM COURSES - AFTER DROP DEADLINE
www.graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html

If you are dropping SOME of your courses AFTER the drop deadline:
• You must request GRADUATE COURSE WITHDRAWAL (WG) in order to have your courses dropped.
• The withdrawn courses will remain on your transcript designated as “WG” and will not compute in your GPA.
• The Graduate Course Withdrawal (WG) Form must be signed by your Department Head and Instructor.
• Submit the WG Form to the Graduate Student Services Office (GSSO) at the Northern Virginia Center for Graduate School approval and processing.
• The WG Form must be approved by your Department and the Graduate School by the Friday before the last day of the semester.
• You will not receive refunds for tuition and fees for the courses withdrawn.

WITHDRAWING FROM CURRENT SEMESTER - BEFORE WITHDRAWAL DEADLINE
www.graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html

If you are dropping ALL of your courses BEFORE the first day of the semester:
• You must WITHDRAW from the semester.
• The Resignation/Withdrawal (W/D) Form is required. Submit the W/D Form to the Graduate Student Services Office (GSSO) at the Northern Virginia Center for Graduate School approval and processing.
• You will receive refunds for tuition only and based on the official date of withdrawal from the semester.

RESIGNING CURRENT SEMESTER - BEFORE RESIGNATION DEADLINE
www.graduateschool.vt.edu/academics/what-you-need-to-graduate/forms.html

If you are dropping ALL of your courses AFTER the first day of the semester:
• You must RESIGN from the semester.
• The Resignation/Withdrawal (W/D) Form is required. Submit the W/D Form to the Graduate Student Services Office (GSSO) at the Northern Virginia Center for Graduate School approval and processing.
• You will receive refunds for tuition only and based on the official date of resignation from the semester.