



Office of the University Bursar
Budget Tuition Plan
 150 Student Services Building (0143)
 Blacksburg, Virginia 24061
 540/231-9316 Fax: 540/231-3238
 E-mail: bthelp@vt.edu

BUDGET TUITION CHANGE FORM

(Check the section(s) that applies and complete the information.)

Student Name _____

Student ID No. _____

_____ **BANK CHANGE:**

I would like to change my bank account to be debited for the Budget Tuition Plan. I understand this change may not be possible for the next debit date if the required 5 days notice has not been given.

Name of Payer: _____

Name of Bank: _____

Routing Number: _____

Account Number: _____

Effective Debit Date: _____

_____ **DEBIT CHANGES:** (See worksheet on back.)

I would like to change my debit amount effective the next debit date of _____.
 (I understand this change may not be possible if the required 5 days notice has not been given.)

Please debit my account in the amount of \$_____ for each month remaining on the Fall Semester.

Please debit my account in the amount of \$_____ for each month remaining on the Spring Semester.

_____ **CANCELLATION:**

Please cancel my Budget Tuition Plan as follows effective _____. I understand this cancellation may not be possible by the above debit date if the required 5 days notice has not been given. **(Balances due must be paid immediately.)**

_____ Fall

_____ Spring

_____ Both Semesters

Reason for Cancellation:

If the person signing this form is not authorized to make changes on the Budget Tuition Plan for the student listed above (this includes the student), this change will not be processed. If you are not sure if you are authorized to make the above changes, please inquire before signing below.

REFUNDS WILL NOT BE ISSUED UNTIL ALL DEBITS HAVE BEEN RECEIVED FOR THE SEMESTER.

Authorized Signature (If bank change, it must be the payer.) _____

Date _____

Telephone # () _____

Invent the Future

BUDGET TUITION WORKSHEET

	FALL	SPRING
Tuition and Fees	+	
Board (meal plan)	+	
Early Meals (if applicable)	+	
Housing (dorm)	+	
Computer Software (if applicable and appear on student billing)	+	
Subtotal	<hr/>	
Paid BTP debits or other cash payments	-	
Perkins Loan	-	
Pell Grant	-	
Other Grants	-	
Federal Subsidized Stafford Loan	-	
Unsubsidized Stafford Loan	-	
Parent Plus Loan	-	
Matriculation Fee/Housing Deposit (one semester only)	-	
Other	-	
Grand total	<hr/>	
divide by 4 per semester		
AMOUNT TO BE BUDGETED	<hr/>	