1. All billing after this initial semester paper bill is done online. Information to access your online bill & pay your bill is located under Billing.

2. Bills are due in full upfront, unless financial aid or a payment plan is in place by due date to cover semester cost. Information located under Billing.

3. Refunds will begin to be issued weekly after the add/drop period of a semester (3rd week) if/when a credit is created on your student account. Sign up for Direct Deposit to receive your funds quicker. Information located under Financial Aid Refunds.

4. Make your parent/guardian an Authorized User on the VSC Bill Payment System to provide them access to all your billing information. Information to set them up is located under Parents to the right under Billing.

5. Make sure you Select or Waive the VSC Insurance charge, if billed, online in Web Services by the published due dates (this is different than the health forms submitted to the school). Further info located under Student Health Insurance.

6. Payment plans are available to set up each semester online once you receive your initial bill (online) for each semester. Information located under Payment Plans.

7. Textbooks can be purchased online directly with Follett. As a Full-time student (12 or more credits) you may charge to your student account 30 days prior to the start of a term IF you show a zero balance due for the term or a pending credit balance after financial aid. Information on purchasing is located under Textbooks & Supplies.

8. Resident Meal Plans may be changed through the 2nd week of classes. Commuters may purchase meal plans directly with Sodexo, there is no charging to the student account for commuter plans. Information is located under Meal Plans.

9. Students sign the FERPA (Family Education Rights and Privacy Act) form online to allow us permission to speak to your parent/guardian or other individual. Make sure you give the person you’re authorizing their Access Code, they’ll need this when calling along with your student ID# (not your user ID). Information to access the FERPA form is located at www.vtc.edu/my-vermont-tech/my-vtc-home/registrar.

10. Pay online, over the phone (802-728-1301) with a debit/credit card or mail in your check/money order payment to VTC Student Accounts Office, P.O. Box 500, Randolph Ctr., VT 05061. Include your Student ID# on your check please.

Cards accepted: VISA, MasterCard, American Express and Discover

Our office website is a great tool to find many answers about tuition & fee costs, billing due dates and many other topics. However, if you still have questions, please call us at 802-728-1301 or email our office at vtcstudentaccounts@vtc.edu. Remember to have your Student ID# readily available and if not the student, you must have your FERPA Authorization Code ready as well to identify yourself (see #9 above).