

# UNDERSTANDING YOUR INVOICE

## Who

- Invoices must be made to students (not employers)

## Mandatory Fees and Payments


- These are fees that must be paid by the due date

## What

- The subject census date is the date by which you can make changes to subjects without incurring a fee
- Only enrolled subjects with unpaid fees are displayed

## Optional Fees and Payments

- Payment is not required for optional fees
- You can choose to make an upfront payment towards an optional fee
- Any optional fee not paid by the subject census date (or incurral date for the SSAF) is reported as a HELP debt

 **Statement of Liability**  
Tax Invoice

Student ID No:   
Date of Issue:

**THE UNIVERSITY OF MELBOURNE**  
ABN 84 002 705 224  
Cricos Provider Code 00116K

John Smith  
123 Smith St  
Melbourne VIC 3000

**MANDATORY FEES & PAYMENTS**

Subject	Subject Name	Census/Incurral Date	Study Period/EP	EFTSL	Fee Description	Due Date	Amount	Owing
SINF90004	Data Warehousing	31 March 2014	Semester 1	0.1250	OS Tuition Fee	Immediately	\$	\$
COMP90055	Computing Project	31 August 2014	Semester 2	0.1250	OS Tuition Fee	14 July 2014	\$	\$

**OPTIONAL FEES & PAYMENTS (Only if you wish to pay Upfront)**

Subject	Subject Name	Census/Incurral Date	Study Period/EP	EFTSL	Fee Description	Due Date	Amount	Owing
COMP90055	Computing Project	31 August 2014	Semester 2	0.1250	OS Tuition Fee	14 July 2014	\$	\$

**CREDIT/RECEIPTED AMOUNTS**

Date	Reference	Receipt Type	Received	Credit
8 Nov 2013		Payment	\$	\$

Late payment of a mandatory fee (excluding Student Services & Amenities Fee) will incur a late payment penalty of \$100.

**Pay-in Slip for** Firstname Surname  
需要中文帮助吗? [students.unimelb.edu.au/cn](http://students.unimelb.edu.au/cn) | Memerlukan bantuan dalam Bahasa Melayu? [students.unimelb.edu.au/ma](http://students.unimelb.edu.au/ma) | Memerlukan bantuan dalam Bahasa Indonesia? [students.unimelb.edu.au/in](http://students.unimelb.edu.au/in)

**Total Mandatory Amount Due** \$ 0.00  
Please pay the mandatory owing amounts by the due dates above.

**BPAY** Biller Code:   
Ref:   
**Telephone & Internet Banking - BPAY®**  
Contact your bank or financial institution to make this payment from your cheque, savings, debit or transaction account. More info: [www.bpay.com.au](http://www.bpay.com.au)  
© Registered to BPAY Pty Ltd  
ABN 69 079 137 519  
For Australian bank accounts only.

**TT Pay by Telegraphic Transfer from Overseas**  
Add an extra \$20 to cover bank charges.  
Bank: Commonwealth Bank of Australia  
Branch Address:  
BSB:  
Account No:  
Account Name: University of Melbourne  
Reference:  
BIC/Swift Code:

**VISA** Pay on the Internet or Phone  
[students.unimelb.edu.au/payfees](http://students.unimelb.edu.au/payfees)  
1300 864 333  
Student ID Number:  
A non-refundable surcharge applies for all Visa and MasterCard payments.

## When

- Fees must be paid by the due date
- 'Immediately' means within 7 days of when you enrolled in the subject
- If you change your subject enrolment, please generate a new Statement of Liability via: [my.unimelb.edu.au](http://my.unimelb.edu.au)

## How much

- 'Amount' is the total subject cost  
If payment is optional, the 'Total Amount Due' is \$0.00.  
Upfront payment is not required
- 'Owing' is amount still to be paid by the due date, after deductions for any payments (e.g. deposits), discounts, sponsorships or scholarships
- The 'Total Amount Due' is the mandatory outstanding amount to be paid based on your current enrolment

## How

- To pay your fees you can use one of these options
- Payments take 1–2 business days to receipt to your student account.  
*Note: Telegraphic Transfers may take up to 7 days to be received)*

## Credit/Receipted Amounts

- If you make a fee payment (including fees not yet due), this will appear as a credit under 'Credit/Receipted Amounts' and will be applied to your future fees

### TIP:

You should view your Statement of Liability after enrolling in subjects. Check your fee amounts and note upcoming payment due dates. You can also use your Statement of Liability to pay your fees.