UNDERSTANDING YOUR INVOICE

Who

 Invoices must be made to students (not employers)

Mandatory Fees and Payments

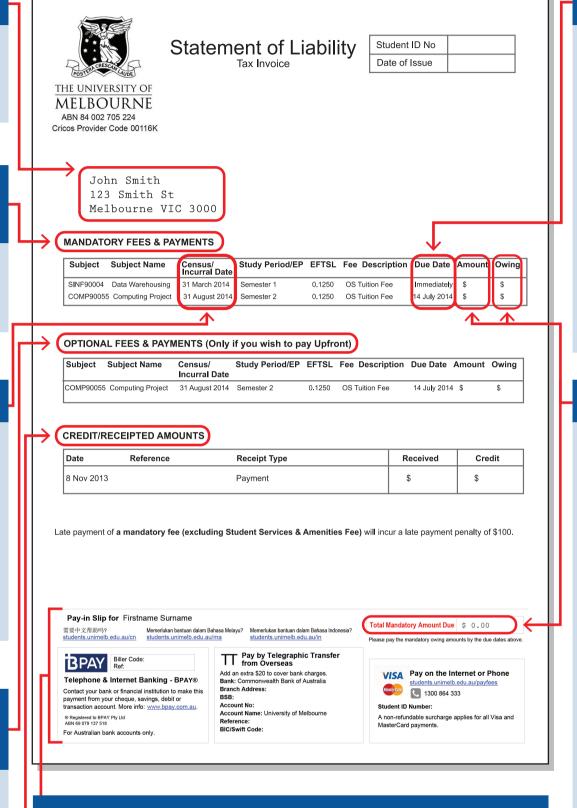
 These are fees that must be paid by the due date

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



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

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

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

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.



