Understanding Your Invoice

1. WHO
- Invoices must be made out to students (not employers).

2. MANDATORY FEES AND PAYMENTS
- These are fees that must be paid by the due date.

3. WHAT
- Subject census date: the date by which you can withdraw from subjects without incurring a fee.
- The invoice only displays unpaid fees. See your ‘Fee Account Statement’ for all your enrolled subject fees and payments.

4. OPTIONAL FEES AND PAYMENTS
- Payment is not required for optional fees.
- If you wish to pay an ‘Optional’ fee, you must pay by the subject census date.
- Any optional fee not paid by the subject census date (or incurral date for SSAF) is reported as a HELP debt.

5. WHEN
- Fees must be paid by the due date.
- Immediately:
  - within 7 days of the invoice issue date for International and Australian Full Fee Mandatory payments
  - within 3 days of the invoice issue date for Domestic Mandatory CSP payments

6. HOW MUCH
- Amount: total subject cost.
- Owing: an amount still to be paid by the due date, after deductions for any payments (e.g. deposits), discounts, sponsorships or scholarships.
- Total Mandatory Amount Due: the payment amount required. If payment is ‘Optional’, $0.00 will be displayed here as upfront payment is not required.

7. CREDIT/RECEIPTED AMOUNTS
- If a payment has not yet been applied to your fees, it will appear as a credit under ‘Credit/Receipted Amounts’. Check the ‘Total Mandatory Amount Due’ on the Pay-in Slip for the actual amount to pay.

8. 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.

Learn more about your fees - students.unimelb.edu.au/payfees

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