

# **Understanding Your Invoice**

#### 1. WHO

· Invoices must be made out to students (not employers).

### 2. MANDATORY FEES AND PAYMENTS

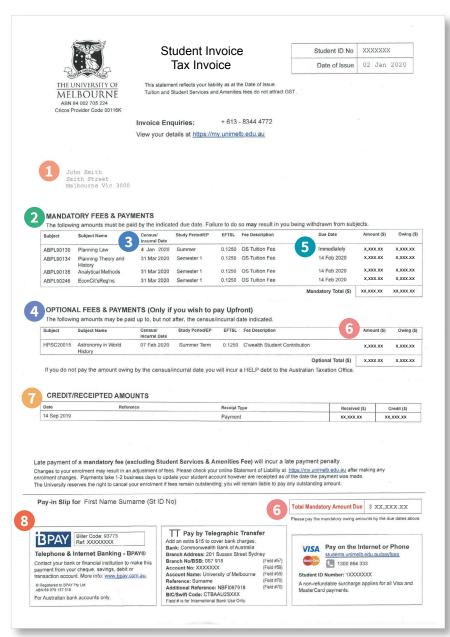
These are fees that must be paid by the due date.

#### 3. WHAT

- · Subject census date: the date by which you can withdraw from subjects without incurring a
- 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.

# TIP:

- Access your Statement of Liability to check upcoming due dates and amounts for all unpaid fees.
- Access your Fee Account Statement to check your payments and fees for the calendar year (both paid and unpaid).