

## 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 incurrence date for SSAF) is reported as a HELP debt.



### Student Invoice Tax Invoice

This statement reflects your liability as at the Date of Issue. Tuition and Student Services and Amenities fees do not attract GST.

Invoice Enquiries: + 613 - 8344 4772  
View your details at <https://my.unimelb.edu.au>

Student ID No	XXXXXXXX
Date of Issue	02 Jan 2020

**1** John Smith  
Smith Street  
Melbourne Vic 3000

**2** **MANDATORY FEES & PAYMENTS**  
The following amounts must be paid by the indicated due date. Failure to do so may result in you being withdrawn from subjects.

Subject	Subject Name	Census/Incurral Date	Study Period/EP	EFTSL	Fee Description	Due Date	Amount (\$)	Owing (\$)
ABPL90130	Planning Law	4 Jan 2020	Summer	0.1250	OS Tuition Fee	<b>5</b> Immediately	x,xxx.xx	x,xxx.xx
ABPL90134	Planning Theory and History	31 Mar 2020	Semester 1	0.1250	OS Tuition Fee	14 Feb 2020	x,xxx.xx	x,xxx.xx
ABPL90135	Analytical Methods	31 Mar 2020	Semester 1	0.1250	OS Tuition Fee	14 Feb 2020	x,xxx.xx	x,xxx.xx
ABPL90246	EconCit'sRegns	31 Mar 2020	Semester 1	0.1250	OS Tuition Fee	14 Feb 2020	x,xxx.xx	x,xxx.xx
<b>Mandatory Total (\$)</b>							xx,xxx.xx	xx,xxx.xx

**4** **OPTIONAL FEES & PAYMENTS (Only if you wish to pay Upfront)**  
The following amounts may be paid up to, but not after, the census/incurrence date indicated.

Subject	Subject Name	Census/Incurral Date	Study Period/EP	EFTSL	Fee Description	Amount (\$)	Owing (\$)
HPSC20015	Astronomy in Vibrant History	07 Feb 2020	Summer Term	0.1250	C'wealth Student Contribution	x,xxx.xx	x,xxx.xx
<b>Optional Total (\$)</b>						x,xxx.xx	x,xxx.xx

If you do not pay the amount owing by the census/incurrence date you will incur a HELP debt to the Australian Taxation Office.

**7** **CREDIT/RECEIPTED AMOUNTS**

Date	Reference	Receipt Type	Received (\$)	Credit (\$)
14 Sep 2019		Payment	xx,xxx.xx	xx,xxx.xx

Late payment of a mandatory fee (excluding Student Services & Amenities Fee) will incur a late payment penalty. Changes to your enrolment may result in an adjustment of fees. Please check your online Statement of Liability at <https://my.unimelb.edu.au> after making any enrolment changes. Payments take 1-2 business days to update your student account however are receipted as of the date the payment was made. The University reserves the right to cancel your enrolment if fees remain outstanding; you will remain liable to pay any outstanding amount.

Pay-in Slip for First Name Surname (St ID No)

**6** **Total Mandatory Amount Due** \$ xx,xxx.xx  
Please pay the mandatory owing amounts by the due dates above.

**BPAY** Biller Code: 93773  
Ref: XXXXXXXX

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)

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ABN 59 079 137 119  
For Australian bank accounts only.

**TT Pay by Telegraphic Transfer**  
Add an extra \$15 to cover bank charges.  
Bank: Commonwealth Bank of Australia  
Branch Address: 201 Sussex Street Sydney  
Branch No/BSB: 067 918 (Field #57)  
Account No: XXXXXXXX (Field #59)  
Account Name: University of Melbourne (Field #50)  
Reference: Surname (Field #70)  
Additional Reference: NBF1067918 (Field #70)  
BIC/SWIFT Code: CTBAU2SXXX  
Field # is for International Bank Use Only.

**VISA** Pay on the Internet or Phone  
[students.unimelb.edu.au/payfees](https://students.unimelb.edu.au/payfees)  
1300 864 333

Student ID Number: 1XXXXXXX  
A non-refundable surcharge applies for all Visa and MasterCard payments.

## 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).