INVOICES EXPLAINED

EXAMPLE INVOICE

ANU INVOICES

1. YOUR NAME & MAILING ADDRESS

This is the name and mailing address as listed on our records. If you notice that the details are incorrect or no longer current you can update these details in ISIS. It is in your best interest to keep your details up to date so that we can easily contact you if there is an issue.

2. BPAY

These are the BPAY details required to pay your invoice via BPAY. The BPAY reference number listed on your invoice is unique to you and the session you are paying for. If you use another student's BPAY reference number, you will be paying somebody else’s fees. Using a reference number from an old invoice may also allocate your payment incorrectly.
3. DATE OF ISSUE
This is the date that your invoice was generated and posted on ISIS. Please see the section on prior invoice amount (9) below as to why this date may be important to you. This box also states your university ID number and a document number, which is generally for fees office use only.

4. DUE DATE
First semester and second semester have common due dates. The due dates for students enrolled in a non-standard session are generally 21 days from the invoice date of issue (3). Payments received after the due date may be subject to late fees.

The due date should not be confused with the census date. Your course census date will not be listed on your invoice. First semester and second semester courses have a common census date. Students enrolled in summer, autumn, winter or spring sessions can find the census date for courses taken in these sessions on ISIS or on the relevant course entry on the Programs and Courses website.

If you intend to withdraw from a course, you must do so before the census date of that course otherwise you will remain liable for the fees for that course.

5. ACCOUNT TOTAL DUE
This is the amount you currently have outstanding. This total will reflect the amount you have been charged for your enrolment, minus payments made or fee scholarship that you may have been granted.

Commonwealth supported students
All Commonwealth supported students are sent invoices and have until the due date (4) to make a payment. If you have not made a payment or you have outstanding fees at the census date, and as long as you have supplied your tax file number (TFN) and completed an electronic Commonwealth Assistance Form (eCAF) for your current program, your fees will automatically be deferred to HECS-HELP. The eCAF is completed in ISIS.

Domestic tuition fees (DTF)
All students paying domestic tuition fees (DTF) are sent invoices and have until the due date (4) to make a payment. If you have not made a payment or you have outstanding fees at the census date, and as long as you have supplied your tax file number (TFN) and have successfully completed an electronic Commonwealth Assistance Form (eCAF) for your current program, your fees will automatically be deferred to FEE-HELP. The eCAF is completed in ISIS.

6. PROGRAM DETAILS
The details in the grey box at the top of this part of your invoice will list details of the primary program in which you are enrolled.

The most important section of this box is the TFN supplied area. If you are an eligible Commonwealth supported student, or domestic tuition fee (DTF) paying student eligible for FEE-HELP and wish to defer the payment of your fees to HELP, you must ensure that this says 'yes'. You must also ensure that you have completed a Commonwealth Assistance Form (eCAF) for your current program. The eCAF is completed in ISIS.
7. COURSES
The courses listed here do not necessarily reflect your current enrolment. This section will only show courses that you have added or dropped in that session since your previous invoice.

8. SEMESTER/SESSION
This will state the semester/session that the enrolment relates to.

9. PRIOR INVOICE AMOUNT
The amount listed here may relate to an enrolment in a previous session and/or an overdue amount. If the amount is overdue you will be required to pay the outstanding amount immediately & no more than 5 days from the date of issue of your current invoice. If you are unsure what the prior invoice amount relates to you should refer to your previous invoice on ISIS. If you are still unsure, please contact the Student Central.

10. FEE DETAILS
The charge for each course will be listed against the relevant course name. Students enrolled in a Commonwealth supported place will show the HECS student contribution band the courses fall under.

Domestic graduate or non-award students' who are not in a Commonwealth supported place will show DTF followed by the code of the course you are enrolled in (eg. LEGW8133) or the area/school that runs the course.

International students will show ISF followed by the code of the course you are enrolled in (eg. LEGW8133) or the area/school that runs the course.

Total inc. GST
A course that has been added to your enrolment and that you are being charged for will be listed here as a positive amount.

A course that has been dropped from your enrolment and that you are no longer being charged for will be listed as a negative amount.

This will only list charges that have been added or dropped from your enrolment since your previous invoice.