



Fees Office,
Division of Registrar and Student Services
Pauline Griffin Building (11)
ANU ACT 0200 Australia

Email : fees.officer@anu.edu.au
Phone : + 61-2-6125-8124
Fax : +61-2-6125-7535

Non Award Students (Not Cross Institutional Students)

Welcome to the start of Semester One 2009. This will be a busy time for you as a new student and there will be many new changes you will need to get used to.

All students are given a student email account and the university uses this account to correspond with you throughout the year. The fees office will email you on a regular basis so please check your account often. Your email account address will be [u***@anu.edu.au](mailto:u*****@anu.edu.au) (* equals your id number).**

ALL INVOICES WILL BE AVAILABLE IN ISIS AS A DOWNLOAD. YOU WILL BE EMAILED WHEN YOUR INVOICE IS PREPARED.

Sponsored students will have their invoices sent directly to their sponsor. If you receive an invoice and you believe you should be sponsored please check to see that we have your sponsorship details by emailing sponsorship.officer@anu.edu.au.

Once you have completed the process in Melville Hall you will be given a password and this will enable you to access the student system called **ISIS** so that you can complete your enrolment.

In **ISIS** you will have access to your student fee account. **Always allow 24 hours after you have enrolled or made a change to your enrolment, as it will take an overnight process to up date your account.**

Your invoice will be available during the next week.

The due date for semester one fees will be 13 March 2009. Payments not received by this date will incur a \$125.00 late fee.

BPay is the preferred method as it is quick and it means you do not have to wait in a queue to make your payment. BPay can be organised through your bank. Any questions can be emailed to fees.officer@anu.edu.au or call us on 6125 8124.

There is also the option of paying on line through ISIS with a Master card or Visa card.

Don't forget to contact us if you are not sure about your invoice or if you have not received one before the due date. Problems are best sorted out before the due date not after. We look forward to being of assistance.

Student Fees Office
Pauline Griffin Bldg 11

NON AWARD STUDENTS SEMESTER ONE 2009