





Australian  
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# INVOICES EXPLAINED

## EXAMPLE INVOICE

		<b>Tax Invoice</b> ABN: 52 234 063 906		Telephone: 135 268 Facsimile: +61 2 6125 7535 student@anu.edu.au
CRICOS Provider Number: 00120C Student Information Services Division of Student Administration Building X-005 CANBERRA ACT 0200 Australia		<b>2</b> 		<b>Billers Code: 39545</b> <b>Ref: 430431234567</b>
<b>1</b> Ms Alice Inn 100 Caterpillar Lane Wonderland ACT 0200	<b>3</b> Date Of Issue: 11 Feb 2014 Document Number: SF 0003162201_FEES University ID: 1234567		<b>4</b> Due Date: 07 Mar 2014	
<b>5</b> Account Total Due: \$5,014.25				
<b>6</b>	Program Number: 7022		Program Title: MA AH&CStd	Career: PGRD
	<b>7</b>	<b>8</b>	<b>9</b> Prior Invoice Amount*	\$0.00
	ARTH6061 - Postmodern Sublime	Sem 1 2014	DTF - Sch of Cult Inq	\$0.00
	ARTH6052 - Art of Modern Print	Sem 1 2014	DTF - Sch of Cult Inq	\$0.00
		Sem 1 2014	SAF - Services Amenities Fee	\$70.25
				<b>10</b>
<b>Total Tuition and Fees (including GST) to be paid by 07 Mar 2014</b>			\$0.00	\$5,014.25

\* If your Invoice lists a Prior Invoice amount or relates to an enrolment in a previous session, this amount may be overdue and should be paid immediately and not more than 5 days from the date of issue of this invoice. If you are unsure whether this amount is overdue you should contact Student Information Services immediately on 135 268 or email student@anu.edu.au

Failure to meet payment deadlines may result in a \$125 late fee and/or cancellation of your enrolment. If your enrolment is cancelled you will be required to pay all outstanding tuition fees and late fees in addition to a \$250 administration fee if you wish to have your enrolment re-instated.

**Important Notes:**

**SA Fee:** If you are eligible (Australian citizen or Humanitarian visa holder in an award program) and have submitted a valid SA HELP form (this will include your Tax File Number) your SA Fee will be deferred after the incurral date set for the semester or session of your enrolment. If you are a Permanent resident, a New Zealand citizen or a student enrolled in a non-award program you will be required to pay the SA Fee up front.

\*If you have an outstanding Prior Invoice Amt reflected on this invoice that is overdue for payment, please pay this amount immediately. ALL fees shown above must be paid IN FULL by the due date indicated on this invoice otherwise penalties will be imposed. ANY overdue fees may result in cancellation of enrolment.

Eligible students who have applied for FEE-HELP will still receive an invoice. Fees will be deferred after each census date.



## 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 standard [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 standard [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.

### Domestic Students - Domestic tuition fees (DTF)

For domestic students, [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](#).

### International tuition fees (ITF)

For international students, [international tuition fees](#) (ITF) are sent invoices and must be paid by the due date outlined in the invoice (4). Any late payments will incur a late fee.

Note: Fees for students enrolled in Study Abroad programs may vary.

### Services and Amenities Fee (SAF)

The Services and Amenities Fees are paid by all ANU students. The fee is used to fund a range of non-academic initiatives and activities such as sport and recreational activities, employment and career advice, food services and more.

Domestic students can defer the SAF fee by completing the SA-HELP on [ISIS](#). There are also exemptions for some student groups. Please [visit this link](#) for more information.

## 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. If you would like to see invoices from previous sessions/semesters, please refer to your Invoice History on ISIS.

## 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.



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### **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.