

Your Tax Invoice/Statement explained

A new Tax Invoice/Statement will be issued for any activity on your my Student Centre account. This includes tuition fees, charges, payments, HELP deferrals, scholarships, refunds etc.

- 1 **Opening balance** is the total amount due carried forward from your previous tax invoice.
- 2 **Overdue amount** includes any fees which you have not paid by the due date. Please pay any overdue amount immediately.

If you have overdue fees a restriction will be placed on your account. You will be unable to enrol, add classes, view your results, obtain an academic transcript or graduate until your debt is paid in full. Your enrolment may also be cancelled.
- 3 **New charges and adjustments** includes -
 - new charges added to your account since your previous invoice;
 - charges that have been credited to your account (i.e. you have dropped a class/course or a charge has been reversed)

If you have a HECS-HELP, FEE-HELP or SA-HELP loan the upfront amount will still be displayed for each class in which you're enrolled. This allows you the option to pay all or part of your fees upfront prior to the semester census date. For students with VET FEE-HELP or a VET Student Loan please refer to your Fee Notice for further information.

Any HELP eligible fees that are not paid upfront by the census date will be automatically deferred to the Australian Taxation Office (ATO).
- 4 **Payments received / HELP Deferrals** includes any payments or HELP deferrals which have been credited to your account since your last invoice. This line will also include any scholarships or stipend instalments that have been posted to your account.
- 5 **Total Amount Due** includes any overdue fees as well as new charges. This amount is the balance of your account when the Tax Invoice/Statement was issued.

If you have a \$0 balance this means that you don't have any fees owing as at the invoice date. Please use your Tax Invoice/Statement as a receipt or for tax purposes.
- 6 **Detailed Activity** provides you with information for all new charges and adjustments. For tuition fees the description includes the course code, course name and campus. Account activity is listed by account type and semester and you may have multiple accounts and/or semesters listed.
- 7 **Census date** is important as it is the deadline by which your enrolment must be finalised for each semester. It is the last day that you can withdraw from a course(s) without incurring financial liability.
- 8 **Due Date** lists the individual due date for each new charge. For any fees not eligible to be deferred to a HELP loan you must pay in full by the due date. Administrative and incidental fees cannot be deferred.
- 9 **Total to be deferred** message will let you know the amount which is eligible to be deferred to a HELP loan if upfront payment is not received by the due date.
- 10 This **message** provides you with important information relating to the charges on your invoice. For example, if you've successfully applied for a HELP loan and you want to fully defer your fees then you do not need to make a payment for your HELP eligible fees.

Further information: login to your [my Student Centre](#) to check your online account for a full breakdown of all fees, payments and due dates. Please visit [federation.edu.au/fees/invoices](#) for additional information.

Tax Invoice/Statement

ABN 51 818 692 256
CRICOS Provider 00103D / VET Provider No 4909

Sample Student
101 Federation Street
BALLARAT VIC 3350
Australia

[federation.edu.au](#)
1800 333 864
info@federation.edu.au

Invoice Summary

Opening Balance (refer prior invoice/s)	1	\$100.00
Overdue – please pay now	2	\$100.00
New charges and adjustments (incl GST)*	3	\$4,624.00
Payments received / HELP Deferrals	4	\$0.00
Total Amount Due	5	\$4,724.00

Further account detail, including a summary by due date and overdue fees, is available in [my Student Centre](#).

For information on how to read your invoice please visit [federation.edu.au/fees/invoices](#)

Detailed Activity

Description/Term	Census Date	Due Date	Amount
Administrative Fees - Semester 2 2017			
Student Leadership Conference		7	8
		14/08/2017	\$50.00
Student Contributions - Semester 2 2017			
SCENV 1002 Biodiversity Conservation (MTH)	31/08/2017	31/08/2017	\$1,131.00
SCCOR 1200 Scientific Communication (MTH)	31/08/2017	31/08/2017	\$1,131.00
SCSUS 1500 Sustainable Earth (MTH)	31/08/2017	31/08/2017	\$1,131.00
STATS 1000 Statistical Methods (MTH)	31/08/2017	31/08/2017	\$1,131.00
Total to be deferred to HECS-HELP as at Census Date: \$4,524.00			
Incidental Fees - Semester 2 2017			
SCENV 1002 Field Trip		14/08/2017	\$50.00
Student Services and Amenities - Semester 2 2017			
Student Services and Amenities		31/08/2017	\$72.00
Total to be deferred to SA HELP as at Census Date: \$72.00			

* Includes total GST of \$0.00

You've successfully applied for a HECS-HELP & SA-HELP Loan. Your fees eligible to be deferred to the ATO are indicated above.

Payment Details

Pay Online [mysc.federation.edu.au](#)
(MasterCard, VISA or American Express)
Log into my Student Centre to pay with credit/debit card and your account will update automatically.

Biller Code 393447
Reference 1234 5678 000

Telephone & Internet Banking – BPAY®
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. More info: [www.bpay.com.au](#)

***3219 12345678**

BPay and Post Billpay options will take at least 24hrs to update on your my Student Centre account.

Billpay Code 3219
Reference 1234 5678 000

Pay in store at Australia Post, online at [auspost.com.au/postbillpay](#), by phone 13 18 16 or via Auspost app.

Further information on payment methods is available at [federation.edu.au/fees/paymentmethods](#)

NOTE: the information displayed on this sample invoice is not real data and is indicative only.