

1 TAX INVOICE

2 Date of issue: 30 Nov 2015

3 MISS JANE CITIZEN
27 Madeup Rd
CITIZEN GARDENS, VIC, 3023
Australia

VICTORIA UNIVERSITY
MELBOURNE AUSTRALIA

Victoria University
CRICOS Provider No. 00124K (Melbourne)
CRICOS Provider No. 02475D (Sydney)
RTO Code 3113
ABN: 63776954731
PO BOX 14428 Melbourne VICTORIA 8001

4 Student ID: 7654321
Invoice Number: 1234567
Date Printed: 30 Nov 2015

Overdue amount
\$137.20
pay NOW

Next amount due
\$492.10*
by 21/12/2015

Total owing: \$629.30*
*see next page for payment schedule

5 **ACCOUNT OVERVIEW** ⓘ See next page for more detail

Opening balance	\$0.00
New charges and fee adjustments(excluding GST)	\$4,960.00
Deferred to government loans	-\$3,120.00
Upfront HECS Discounts	-\$76.90
Sponsorships	-\$200.00
Payments received	-\$1,099.50
Refunds paid	\$237.90
Total amount owing excluding current GST	\$706.20
GST for this invoice	\$0.00
Total amount owing including GST	\$706.20

*Total of HECS discount still available \$76.90
Total owing if paid by Census Date \$629.30

9 **PAYMENT OPTIONS**

Pay online
You can use your credit or debit card (Diners Club not accepted). Visit www.vu.edu.au/fees-connection/online to pay online. **Pay Online**

Post Billpay
Pay in person at any Post Office (phone 13 18 16, go to postbillpay.com.au, or use the Australia Post smartphone app at: <http://postbillpay.com.au>)
Billpay code: 0000
Reference: 0000 0000 000

Bpay
Contact your bank or financial institution to make this payment from your cheque, savings, debit, credit card or transaction account. www.bpay.com.au
Biller code: 0000
Reference: 0000 0000 000

Bank deposit
Payment can be made at any Commonwealth Bank branch or by direct credit using the account details alongside.
BSB: 000-000
Account: 000000 0000
Reference: 0000 0000 000

Service Centre/Mail
Pay by EFTPOS or cheque at any Student Service Centre, or by posting a cheque to the address shown. Please write your name and student ID on the back of any cheques. For more information go to <http://www.vu.edu.au/contact-us/student-service-centre-details>.
Remittances, Finance,
Victoria University
PO Box 14428, Melbourne,
VIC 8001, Australia

11 **NEED HELP?**
Find out more about **how to read this account** at www.vu.edu.au/how-to-read-your-soa, or call +61 3 9919 6100 (8:30am - 5:00pm, Mon. to Fri.)

10 Victoria University - Student Invoice
*2388 0000 3167 822 Amount Due: \$629.30

READING YOUR TAX INVOICE

1. Title

This statement of account is a 'Tax Invoice' or 'Adjustment Notice'. The Australian Tax Office requires this for GST compliance even where no GST applies. It will be called 'Adjustment Notice' only when you are in credit.

2. Date of issue

This is the actual date that the system created this statement. Any transactions since this date will not appear on this statement. You should obtain a new statement to see the latest transactions.

3. Name and address

These are displayed here in case your statement needs to be posted to you. Please check that your details are correct. This name will appear on all your documents and the address that printed material will be posted to if required. Please contact VUHQ to change your name.

4. Key details

Always refer to your Student ID and the Invoice Number when enquiring about this statement. The 'Date printed' identifies when this statement was created. This date may be a later date than when the invoice record was initially generated in the system ('Date of issue').

5. Account overview

This is a summary statement of your account. The 'Opening balance' is the total amount owing from your last statement. A breakdown of this amount is provided on the subsequent pages of your statement.

'Total amount owing excluding current GST' - is the sum of all the amounts above it.

'GST for this invoice' - provides the total GST applicable to the new charges on your invoice (less any of this GST covered by a sponsor).

'Total amount owing including GST' - is the sum of these other two items.

6. Overdue amount*

This panel will only display if you have overdue fees at the 'Date of issue'. You can find a breakdown of your overdue fees in 'Schedule of payments'. You need to pay this amount **urgently**, if you haven't already, or risk penalties as detailed in number 8.

7. Next amount due*

This panel will only display if you have upcoming payments at 'Date of issue'. You need to pay this amount by the due date shown, if you haven't already, or risk penalties as detailed in number 8.

8. Important notice

This panel will only display if you have upcoming payments at the 'Date of issue'. It warns of the penalties you could face if you don't pay your fees on time or formally withdraw from the relevant course(s) by the official cut-off dates (provided in 'Your Status').

9. Payment options

This section includes information on how to access each method of payment and the key data required. It is very important that you use the references from your own invoice to make your payments otherwise you will be paying someone else's fees.

Please note that payment by cash is discouraged and not every VUHQ is set up to take cash.

10. Barcode

The barcode will only appear on your statement if there are fees due. It is provided for scanning at Australia Post outlets to identify your account. Such outlets can take part payments up to the due date.

11. Need help?

This panel provides a link to an electronic copy of this help guide, as well as a phone contact available during business hours to help you understand your statement.

* If you believe there is an error with your account, or are experiencing financial difficulties, please visit any **VUHQ** or call **+61 3 9919 6100** (8.30am – 5.00pm Mon. to Fri.).

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YOUR STATUS

- [Residency Status](#)
- [Student Services and Amenities Fees \(SSAF\)](#)
- [Course code and name](#)
- [Notes](#)
- [General information](#)

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SCHEDULE OF PAYMENTS

Where Census Date(s) apply to your fees, the Due Date in this table is the applicable Census Date.

Due Date	Period	Description	Total
OVERDUE			
	2015/5	MEM13014A - Apply Principles of Oh&S in the Work Environment - Materials and Ancillaries Fee	\$18.50
21 Dec 2015	2016/3	ACF2002 - Aesthetics and Art Criticism - HE Commonwealth Supported Place Tuition Fee	\$569.00

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NEW CHARGES AND FEE ADJUSTMENTS

(since last invoice - number: N/A, issued: N/A)

Period	Description	Status	Excl. GST	GST	Total
2015/5	HLTEN519C - Administer and Monitor Intravenous Medication in the Nursing Environment - VET VTG Government Subsidised Tuition Fee	ENROLLED	\$1,200.00	\$0.00	\$1,200.00

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DEFERRED AMOUNTS

(since last invoice - number: N/A, issued: N/A)

These amounts, less any new upfront tuition payments made prior, will be deferred after the relevant census date to the HELP loans shown

Period	Source	Description	Total
2015/5	VETFEEHELP	HLTEN519C - Administer and Monitor Intravenous Medication in the Nursing Environment - VET VTG Government Subsidised Tuition Fee - Census Date: 30 Jun	-\$1,200.00

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SPONSORED FEES

(since last invoice - number: N/A, issued: N/A)

Period	Source	Description	Excl. GST	GST	Total
2016/3	10ABECOR	ACF2002 - Aesthetics and Art Criticism - HE Commonwealth Supported Place Tuition Fee	-\$200.00	\$0.00	-\$200.00

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PAYMENTS RECEIVED

(since last invoice - number: N/A, issued: N/A)

Date Received	Receipt Number	Allocated to	Total
30/11/2015	30008839259	AEB2302 - Science Environment and Sustainability - HE Commonwealth Supported Place	-\$550.00 -\$549.50

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PAYMENT REALLOCATIONS

(since last invoice - number: N/A, issued: N/A)

Date Processed	Mode	Allocated to	Total
25 Aug 2015	Automatic	MEM13014A - Apply Principles of OH&S in the Work Environment - Materials and Ancillaries Fee	\$18.50

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REFUNDS PAID

(since last invoice - number: N/A, issued: N/A)

Date Paid	Method of pay	Sent to	Total
25 Aug 2015	PAYMENT BY CHEQUE	12 CHANDOS PLACE, ATTWOOD, VIC	\$237.90

20 End of TAX INVOICE

12. Your status

This section is an important area of your statement. It details your financial position across your areas of study and actions you need to take. It also provides information about your finances, general advice on your enrollment and links to important information.

You should read this section and raise any errors or omissions you find.

13. Schedule of payments

This section will only appear if you have outstanding fees. All your unpaid fees are grouped here by due date. It is likely you will only see one due date listed. However, if you have overdue fees, upcoming payments or a complex enrollment, there will be multiple due dates listed.

It is essential you pay all your fees, or formally withdraw from those courses, by the due dates as explained in number 8.

14. New Charges and Adjustments

This table details any changes to your fees that have occurred since your last invoice (excluding GST). The total will include applicable GST. The amount shown in the 'Account Overview' on the first page is the total excluding GST.

GST only applies to course materials that are widely available. GST does not apply to Student Services and Amenities Fees, Tuition Fees or where a material item is only available through the university.

15. Deferred to government loans

This table will only appear if you have applied for some form of HELP loan, whether SA-HELP, HECS-HELP, VET FEE-HELP or FEE-HELP. This table will only list those items in the 'New Charges and Adjustments' table which will be deferred. Material fees are not deferrable so a GST column is not included.

16. Sponsored fees

This table will only display if you have registered a Sponsorship agreement in relation to the 'New Charges and Adjustments' listed on your statement.

A GST column is provided as Material fees can be sponsored. The total of GST sponsored (i.e. to be paid by the sponsor) is deducted from the total of 'New Charges and Adjustments' GST to arrive at the 'GST for this invoice' in the Account Overview table on the first page. The amount shown in the 'Account Overview' on the first page is the total including GST.

17. Payments received

Any payments you have made since your last invoice will be listed in the 'Payments received' table. They will be listed with the date received, receipt number and a breakdown of which fees that payment has been applied to.

If you made a part payment of your total fees please check the allocation carefully and advise the university urgently if is not as you intended.

18. Payment reallocations

This table will only appear where payments listed on a previous invoice have been re-allocated since your last invoice. This can occur for a variety of reasons. Please check the reallocations carefully and advise the university urgently if they are not in line with your expectations.

19. 'Refunds paid' or 'Retained credits'

This table will only be shown if a refund or retention of a credit balance has been processed against your account. Credits of less than \$20 are automatically retained by the university for transfer to the State Revenue Office (if unclaimed after 365 days). Please check the details in the table carefully and advise the university urgently if a refund has been processed incorrectly.

20. End of document text

This text provides a clear indication that your statement is complete. If your statement doesn't end with this, or similar, please create and download a fresh copy. If it still doesn't appear, please contact VUHQ