KEY DATES
Due date for payment of October session student contribution fees................................. 1st October 2015
Census date................................................................................................................................. 6th October 2015
(Last day to withdraw, apply for leave of absence, delete subjects without penalty, 
lodge your ‘Request for Commonwealth Support’ form, and lodge evidence of citizenship)

YOUR e-INVOICE
Your invoice shows your enrolled October session subjects and the fees for which you are liable as a student 
enrolled in a Commonwealth Supported Place (CSP). Please check your subjects and make sure they are 
correct – after Census date it is too late!

If you make any changes to your study plan, or of your wish to keep a copy of your tax invoice for your 
records, you can request an e-Invoice to be emailed to your UTS email account, via ‘My Student Admin’. 
Please log in at: https://onestopadmin.uts.edu.au/estudent/ 
and follow the prompts under the ‘Invoice’ tab. Changes to your study plan will be reflected after 24hrs 
(excluding weekends). Remember, you will be financially liable for any subjects that you are enrolled in as at 
the Census date.

Please note that if you intend to make any upfront payment, it must be done by the relevant due date 
listed above. Failure to pay by the due date may incur a $150 Late Payment Fee.

Full details regarding payment options and payment channels are attached to your e-Invoice and are also 
listed online at:
https://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/payment-information

If you have any overdue debt, the appropriate amount may be drawn from any fee payments you make and 
first credited towards your outstanding debt. The balance will then be allocated to your current tuition fees.

PAYMENT OPTIONS AND HECS HELP
Australian citizens and Permanent residents with a Humanitarian visa may choose to:
 pay their full fees upfront by the due date and gain a 10% discount; or
 defer the total amount of their fees to their taxation record through HECS-HELP; or
 pay a minimum of $500 towards subjects with a shared Census date and receive a pro rata discount, 
  and defer the balance to their taxation record through HECS-HELP.

If you are a Permanent Resident or a New Zealand citizen, then you must pay your fees 100% upfront by the 
due date; you are not entitled to a discount and you are not permitted to defer the fees to your taxation 
record.

YOUR RESPONSIBILITIES AS A COMMONWEALTH SUPPORTED STUDENT
For a CSP student your continued enrolment and payment of fees is subject to the regulations imposed by the 
Higher Education Support Act 2003 (HESA).

All CSP students are required to complete a ‘Request for Commonwealth Assistance and HECS-HELP’ form 
(CAF) for each course in which they enrol. If you wish to defer your fees to your taxation record, you must 
declare a valid Tax File Number (TFN) on this form.

Your enrolment will be cancelled if you have not lodged an approved CAF and/or you have not finalised 
your upfront payments and/or submitted a valid TFN by the Census date.

Every CSP student is obliged to read the booklet ‘Information for Commonwealth Supported Students’ before 
they submit or sign a CAF. This booklet and other relevant information is available at:
EXCEPTIONS TO STUDENT CONTRIBUTION AMOUNTS

Pre-2010 students – NURSING and EDUCATION subjects ONLY

Pre-2010 students (Band National Priority) $615 per 6 credit point subject
Commencing 2010 or later students (Band 1) $769 per 6 credit point subject

Further information on the criteria for Pre-2010 can be found at:

UTS EMAIL REMINDERS

Your UTS email account is an official communication method. If we need to contact you regarding your tuition fees and enrolment we will use your UTS email address. It is essential that you check your email account at least weekly.

FURTHER INFORMATION

Please direct any queries regarding payment of student contribution amounts or HECS-HELP to ‘ask UTS’, via ‘My Student Portal’

Further information on fee rates, payment methods, due dates and census dates can be found at:
http://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/understanding-fees