KEY DATES
Due date for payment of December session tuition fees................................................................. 26 November 2015

Census date for December session coursework subjects................................................................. 03 December 2015
(Last day to withdraw, apply for leave of absence, delete subjects without penalty, and lodge evidence of Permanent Residency)

YOUR e-INVOICE
Your e-Invoice shows your enrolled December session subjects and the fees for which you are liable. Please check your subjects and make sure they are correct – after the Census date it is too late!

To request your e-Invoice, and to obtain a copy for your records, please login to My Student Admin:
https://onestopadmin.uts.edu.au/estudent/
and follow the prompts under the ‘Invoice’ tab. Your current e-Invoice and payment options will be emailed to your UTS Email account. 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.

The payment due date for December session 2015 is 26th November 2015.

Your e-Invoice may contain multiple payment due dates and census dates if you are enrolled in subjects from more than one teaching period. Please note the due dates and census dates applicable to each of your subjects. Please check the due dates of each of your subjects carefully as failure to pay by the set due date/s will incur a $150 Late Payment Fee.

Full payment options and payment channel details are emailed with your e-Invoice and are online at:

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

PAYMENT METHODS
You can make an online payment from your home country by international Electronic Funds Transfer (EFT) using a third party, peerTransfer. If you use this service you will need to accept peerTransfer’s terms and conditions.

To make a payment using peerTransfer:
• You will need your Tax Invoice Number - this 19-digit number is located at the top right hand corner of the tax invoice.
• Go to http://info.peertransfer.com/UniversityofTechnologySydney.html (opens an external site) and select the ‘Start your payment’ option next to ‘Continuing Student’.

For further information on how to use peerTransfer please visit https://www.peertransfer.com/help (opens an external site).

All other payment methods are listed on the 'How to Pay' attachment received with your invoice.

COURSE FEES
All fees are charged at the rates set for 2015 and are likely to have increased on the rates charged for last year, unless you have been specifically advised in writing that different rates apply. This also applies to students transferring between courses.
LATE PAYMENT FEES AND CANCELLATION OF ENROLMENT

If your tuition fees are not paid in full by the due date (26th November 2015) you will incur a $150 late payment fee. If your fees are still overdue at the Census date (3rd December 2015) your enrolment may also be cancelled. If your enrolment is cancelled, the university is required by law to notify the Department of Immigration and Border Protection (DIBP).

In exceptional circumstances, payment may be accepted after the Census date but an additional $250 Late Payment Penalty Fee will be charged and you will be required to appeal the cancellation of your enrolment in writing.

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 UTS email account on a regular basis.

FURTHER INFORMATION

Please direct any queries regarding payment of tuition fees to ‘ask UTS’, via the ‘My Student Portal’ https://mystudent.uts.edu.au/

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

FREQUENTLY ASKED QUESTIONS

How should I pay?

You can pay using any of the payment methods listed with your invoice i.e. peerTransfer (from your home country by international Electronic Funds Transfer), BPAY, Credit card, Post Billpay (by phone, internet or in person at an Australia Post shop counter), and by posting a cheque. Payment methods are explained online at: https://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/payment-information/payment-methods

Can I pay by international Electronic Funds Transfer, wire, or telegraphic transfer?

Yes. You can make an online payment from your home country by international Electronic Funds Transfer (EFT) using a third party, peerTransfer. See the Payment methods website for more information: https://www.uts.edu.au/current-students/managing-your-course/fees-and-payment/payment-information/payment-methods

Can I pay in person at UTS?

No. Payments by cheque or cash should be made to an Australia Post office using your invoice.

Can I pay while overseas?

Yes. You can make an online payment from your home country by international Electronic Funds Transfer (EFT) using a third party, peerTransfer, or any of the payment methods listed with your invoice.

If you wish to arrange payment via bank draft while you are overseas, you should send the bank draft or bank cheque AND the Payment Slip from your e-invoice to the Student Fees office by courier at the following address:

University of Technology, Sydney
SAU, Fees
UTS Tower Building
No. 15 Broadway
BROADWAY NSW 2007
AUSTRALIA

Please write your name and UTS student ID number on the back of the draft and allow enough time for postage to ensure it arrives by the due date. A late payment fee will apply if your payment arrives at UTS after the due date.
Bank drafts issued outside of Australia must be endorsed to or drawn on an Australian Bank and be in Australian Dollars.

**If I vary my program (add or delete a subject) how do I receive an updated invoice?**
If you require an up-to-date invoice you can obtain an e-Invoice by following the prompts under the ‘Invoice’ tab in My Student Admin: [https://onestopadmin.uts.edu.au/estudent/](https://onestopadmin.uts.edu.au/estudent/)

If you drop a subject your e-Invoice will update immediately. If you are adding or swapping subjects your updated e-Invoice will be available after 1 working day.

**I’m thinking about adding an extra subject after the payment due date (26th November 2015) has passed, when do I need to pay my tuition fees?**
You should pay for your current enrolled subjects by the due date shown on your invoice. Once you add your new subject/s, an e-Invoice will be generated for the subject/s in approximately 24 hrs. Then you can obtain an up-to-date copy of your invoice from My Student Admin: [https://onestopadmin.uts.edu.au/estudent/](https://onestopadmin.uts.edu.au/estudent/) and pay immediately. Don’t delay payment for your invoiced subjects beyond the due date or you will be charged a $150 late payment fee.

**What happens if I pay my fees late?**
If full fees are not paid by the due date (26 November 2015) a $150 Late Payment Fee will be charged. If all fees and any late payment penalties are not paid by the Census date (3 December 2015), you risk an additional $250 late payment penalty fee and having your enrolment cancelled. If your enrolment is cancelled, the university is required by law to pass this information on to the Department of Immigration and Border Protection (DIBP).