

International Student Payment Information Sheet

Payment by cash is NOT acceptable, you must choose one of the options below

1. BPAY
2. Credit card payments (Swinlink or Cashier)
3. EFTPOS
4. Telegraphic transfers & Internet Banking
5. Cash/Cheque in overseas Standard Chartered Bank for selected countries (NEW)
6. Overseas bank drafts and Australian bank cheques.

1. BPAY

This payment option is only available if you are already enrolled and continuing in your present course. Refer to your student's Direct Deposit Form (provided with your Tax Invoice from your Faculty/School) for the Biller Code and your unique Reference Number. **New students or students commencing a new course cannot use BPAY.**

2. Credit cards

Swinburne accepts Visa and MasterCard. If you are already enrolled and continuing in your present course, you can use SwinLink (www.swinburne.edu.au/swinlink) to pay tuition fees by credit card, or go directly to the Student Information Centre (cashier).

If someone is paying the fees on your behalf, ask them to complete and sign the *Credit Card Payment Form*. If you are on campus, bring the completed form to the Student Information Centre (cashier). Otherwise, fax it to **+61 3 9214 4435** Please check your transaction and credit limits before faxing the form.

3. EFTPOS

EFTPOS payments can only be processed in the cardholder's presence. Please note that many banks limit EFTPOS withdrawals to A\$800-1,000 per day. Check your limit with your bank.

4. Telegraphic Transfers and Internet Banking

This method of payment may take some time to process and is not recommended for those requiring urgent visa documentation.

Overseas and internet payments can be paid directly into the Swinburne bank account. Our account details are:

Account Name	Swinburne University of Technology
Bank Name	Westpac
Account Number	316063
Branch (BSB) Number	033-050
Address	Glenferrie Road, Hawthorn, VIC, 3122
SWIFT Code	WPACAU2S

Your bank must include the following details when they process the telegraphic transfer:

Student's name, Student ID, Payment Details (eg. Tuition Fees for Semester 1, 2009).

Internet payment must include *Student ID number*.

Please ensure with Telegraphic Transfers that an additional allowance of approximately **AUS \$25.00** is made for bank charges. The bank will deduct these charges from your payment.

When the amount has been transferred:

- (a) **If you are on campus, hand in the telegraphic transfer receipt or internet banking receipt to Swinburne International OR**
- (b) **Email the copy of the telegraphic transfer receipt or internet banking receipt and the attached form to siassist@swin.edu.au OR fax to+ 61 3 9818 3648.**

Collect your official Swinburne receipt from the International Office, 2-3 weeks after sending your payment.

5. Cash/Cheque in overseas Standard Chartered Bank

Students from Singapore, Thailand, Indonesia and Hong Kong can pay their tuition fee at Standard Chartered Bank branches in their country. More information: www.international.swinburne.edu.au/howtopay.

6. Overseas bank drafts and Australian Bank cheques

All drafts/cheques must be made payable to **Swinburne University of Technology**.

Penalties

Please note that a \$200 late penalty may be applied if payment is made after the due date.

International Student Enrolment and Tuition Fee Policy – www.international.swinburne.edu.au/feepolicy

International Student Details for Telegraphic Transfer and Internet Banking Payments



Please hand in /email or fax to Swinburne International your telegraphic transfer receipt or internet banking receipt. EMAIL: siassist@swin.edu.au or FAX: +61 3 9818 3648

Family Name: _____

Given Names: _____

**Swinburne ID Email Address (if not available, personal email address):

***If currently enrolled all correspondence by Swinburne will be sent to your Swinburne Email Address. Students **MUST** check their official Swinburne email address regularly on a weekly basis as a minimum, but on a daily basis during critical academic periods, such as progress review following the release of results.*

Telephone: _____

Continuing Student ID Number:

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Payment for Semester _____ Year _____

OR, if you are paying for a new course

Offer Letter-OASIS Application Number: _____

Course/s being paid for:

Amount \$ _____

Date Payment Transferred: ____ / ____ / 20____

Privacy

Swinburne collects, uses and destroys your information in accordance with our Privacy Policy. For information, see www.swinburne.edu.au/privacy