Student Help Guides

Reading your Statement of Account

A Statement of Account is your official tax invoice from Swinburne and shows all your fees and payment due dates. Please see our example below to help you understand what each section means. For more information about paying your fees, visit the Fees website.

I just want to know my outstanding fees and how I pay them?
You can find this information on the Payment Options slip at the bottom of the first page. The amount due is listed below Please pay, along with the Due Date.

How can I access my Statement of Account?
> Log in to the Current Students webpage using your SIMS username and password.
> Click on ‘My Financials’ (below ‘Manage my Course’). You will now be redirected.
> Once redirected, scroll to the bottom of the page and click on the ‘Email my Statement of Account’ button.
> A ‘Success’ message will appear saying your Statement of Account is being processed and will be emailed to your Swinburne student email account. Please note: this can take up to five (5) minutes depending on your internet service provider.
> Log in to your Swinburne student email to view or print your Statement of Account.

This statement was true and correct on the date of issue. If you have made payments or changes which will affect your payments since this date, these are not reflected in this statement.

Quote your Student ID when making an enquiry about this invoice (see ‘Student Enquiries’ contact details listed on your Statement of Account).

This is an overview of payment activities which have already occurred, for your record. This may include payments already received, payment adjustments, reversed payment adjustments, discounts applied, and refunds made.

Total Amount Payable. For specific details and due dates, refer to page 2 of your Statement of Account.

This Payment Options slip provides details about when to pay the due amount(s). You will need to use the reference numbers provided when paying online or by telephone. If you are paying in person you must take this slip with you.

Note: If you are eligible for the HECS-HELP assistance 10% discount (for upfront payments on your student contribution), the amount shown includes the discount.

Please pay by the Due Date on your statement. This is the total amount due.
Enrolment Statement/Unit fee details:
Includes specific details about your fees are provided here, including your course details, then a breakdown of items which contribute to your fees, separated into study periods.

Each ‘Study Package’ (unit or subject) is listed, and the type(s) of fee which apply to it.

Not all payments are always due on the same date: the Enrolment Period Total section provides a summary of payments due at this particular date.

The annual total is also listed for your information below.

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<th>Unit Code</th>
<th>Unit Title</th>
<th>Start Date</th>
<th>CETEL Due Date</th>
<th>Fees</th>
<th>Fee Type</th>
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Enrolment Period Total: 9,843.00

Annual Total: 9,843.00

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Need more help?
- Visit [Ask George](#) to search for FAQs on this topic
- Contact [studentHQ](#) for further assistance and support
- View other [Student Administration Help Guides](#)
- View the [Fees website](#) for more information.