

## 1 Log in to My Financials

Log in to **My Financials** with your Student ID and password.

Note: If you need help with submitting a HELP form, view our **help guide**.

The screenshot shows the 'My Financials' section of a student portal. At the top, there are navigation tabs: My Details, Applications, Offers, My Enrolment (Study Plan), Exam Timetable, My Financials (Fees), Results and Graduation, and Class Timetable. The 'My Financials (Fees)' tab is selected. On the left, a sidebar menu lists options: My Financials, Make a Payment, Make a HECS-HELP Payment, Payments Awaiting Verification, My Bank Details, Document, HELP Forms (HECS/VET/SA/Fee/OS). The main content area is titled 'My Financials' and contains an 'Information' box with instructions on how to view transactions and a link to a help guide. Below this, a table displays account balances:

Total Non-Deferrable Debt	\$8,015.00
Total Unallocated Credits	\$0.00

## 2 Email your Statement of Account

**a |** To view your statement of account, click **Email my Statement of Account**.

Email my Statement of Account for the last 0 days

You will receive a success message that it has been successfully sent to your student email.

*Note: This can take up to five minutes depending on your internet provider.*

For help on understanding your Statement of Account, view our **help guide**.

# 3 Make a payment

*Note: If you are a domestic student, you may be able to defer your fees through a government loan scheme. To find out if you're eligible, visit our [website](#).*

- a |** Click **Make a Payment** in the left-hand navigation.
- b |** Type in the amount you wish to pay in Australian dollars (AUD) under Amount to Pay.
- c |** Enter your card details, then click **Submit**.

*Important: Do not refresh this page or click Submit more than once, or your payment may be submitted twice.*

**My Financials**  
Make a Payment  
Make a HECS-HELP Payment  
Payments Awaiting Verification  
My Bank Details  
HELP Forms (HECS/VET/SA/Fee/OS)

## Make a Payment

**Information**  
Please enter the amount you wish to pay (\$AUD).  
The Total Outstanding amount is the total of all outstanding fees and charges on your account less any credit on your account. The amount also includes any late payment penalties which you may be eligible for. The amount does not include any discounts and the last date for upfront payment has passed. The penalty indicative only and other late payment penalties may be incurred. The Total Overdue amounts applied are amount is the amount to be paid for those fees and charges where the due date has passed.

**Account Details**

Total Due	\$8,015.00
Total Overdue	\$4,104.00
Amount to Pay	\$8,015.00

**Credit Card Payment Details**

Credit Card Type \*  ?

Credit Card Name \*  ?

Credit Card Number \*  ?

Credit Card CVV Number  What is this?

Credit Card Expiry Month \*  ?

Credit Card Expiry Year \*  ?

Email Type  Swinburne Email ?

Note: Payment may take up to 3 working days to be processed

**Submit**

- d |** A confirmation page will appear, click **Confirm**.  
A confirmation message will appear saying your payment has been accepted.

# 4 Make a HECS-HELP payment

- a | To make an up-front HECS payment, click **Make a HECS-HELP Payment** in the left-hand navigation.
- b | Under the *Details of this up-front payment* section, you can enter the amount you want to pay in **Amount to Pay** and calculate how much you would owe after this payment by clicking **Calculate**.

**Make a HECS-HELP Payment**

**Information**  
Enter the amount you wish to pay (\$AUD) in the Amount To Pay box and click on the 'Calculate' button to recalculate.

Pay Student Contribution for units with a census date of

**Details for fee grouping 8/31/2017: Bachelor of Business**

	Total debt for the fee grouping	<input type="text" value="\$3,779.00"/>
<b>less</b>	Up-front payment already received	<input type="text" value="\$0.00"/>
<b>less</b>	Discount for up-front payment already received	<input type="text" value="\$0.00"/>
<b>less</b>	Sponsorship payments and discounts	<input type="text" value="\$0.00"/>
<b>less</b>	Other adjustments	<input type="text" value="\$0.00"/>
<b>equals</b>	Amount owing for the fee grouping	<input type="text" value="\$3,779.00"/>
<b>less</b>	Discount for full up-front payment of amount owing	<input type="text" value="\$0.00"/>
<b>equals</b>	Full up-front payment amount for the fee grouping	<input type="text" value="\$3,779.00"/>

**Details of this up-front payment**

	Amount Owing	<input type="text" value="\$3,779.00"/>
<b>less</b>	Amount to Pay	<input type="text" value="\$3,779.00"/>
<b>equals</b>	Remaining Amount	<input type="text" value="\$0.00"/>

**Calculate**

- c | Further down on the page, you can enter your card details and make a payment, as described in section 3 of this guide.

*Note: Your payment can take up to three working days to be verified and displayed on your account.*

# 5 Manage your bank details

Adding your bank account details helps us to make any future payments to you. Your details may be used to transfer money to you for items such as adjustments in fees, refunds or scholarship payments.

- a |** Click **My Bank Details** in the left-hand navigation.
- b |** Your details will be displayed. If you wish to update these, click **Update**, enter your details, then click **Save**.

**My Bank Details**

**Information**  
Below are your payment details. Click 'Update' to change these bank details.

Payment Method	<input type="text" value="Unspecified"/>
Payee Name	<input type="text"/>
Bank Name	<input type="text"/>
Bank Code Type	<input type="text"/>
BSB	<input type="text"/>
Bank Account	<input type="text"/>

**Need more help ?**

**Ask George studentHQ Help Guides**