

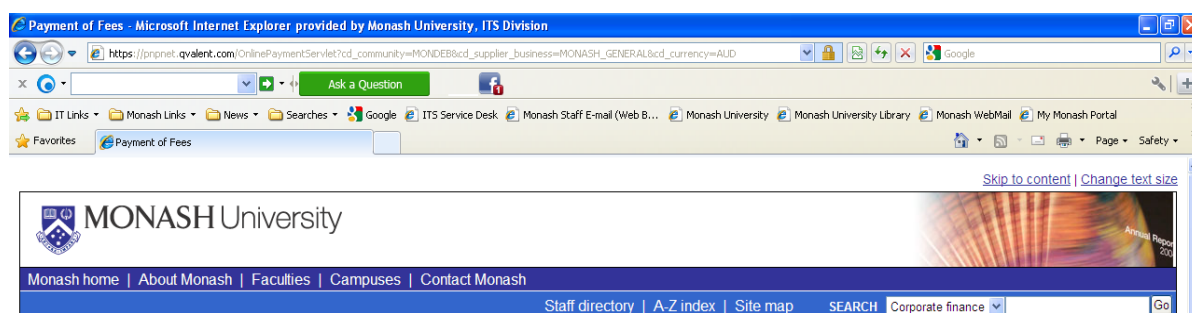
IMPORTANT INFORMATION ABOUT YOUR INVOICE

Invoices are issued at the start of every month and contain fees and charges for that month; the invoice payment is due at the end of that month. Invoices are sent electronically to your Monash student email account.

It is important to note that the amount you need to pay usually changes every month. You are charged a daily rate depending on the number of days in each month. For example – June has 30 days, so you are charged 30 days by the applicable accommodation rate.

If you receive a Credit Memo along with your Tax Invoice please deduct the credit total from the invoice total and then only pay the balance. If you are unsure please contact an Admissions Officer from 8.30 am until 6.00 pm, 9905 6200 Monday to Friday or via email admissions.mrs@monash.edu

If you are making payment via your credit card using the internet option available on your invoice, go to www.adm.monash.edu.au/finance/invoice. Select 'Monash Tax Invoice Payments'. You will then be directed to the following page.



This is where you enter your credit card number.

Turn your credit card over.

There is a row of numbers – the last 3 numbers is your Card Verification Number

Enter the payment amount. If you have received a credit memo along with your invoice – make sure you deduct the credit amount from your invoice total and then only enter the balance amount.

This is your invoice reference number and is attached to your Student ID. The reference number changes every month. It is **extremely important** that you use the correct reference number when paying your bill. Make sure when entering the reference number you do not copy and paste it or enter any spaces; it won't work and you will be advised that the reference number is invalid.