



Procedure: Student fee invoicing

Purpose

To provide authoritative guidance on the University's approved process for invoicing for student fees.

Procedure

Student Fee Invoicing

1. All students are liable for tuition fees and other related charges.
2. The Australian Government pays a portion of the tuition fee for Commonwealth supported programs. The remaining amount is called the 'student contribution'.
3. Students will be issued with an invoice via the [Interactive Student Information System](#) (ISIS) within ten (10) working days of enrolling in their courses, or when Fee Calculation opens, whichever is the latter. Invoices must be paid by the relevant payment deadline.

Application Fees and Enrolments

4. Students applying for places directly to the University or through overseas agents are also required to pay a non-refundable application fee.

Fee Calculation

5. Student Fees are calculated no later than one month before the commencement of the relevant semester or session.
6. Student fees are calculated based on the courses a student selects pertaining to their program of study.
7. These are made available to students through ISIS.
8. The invoices provide all course and fee information if it is the first invoice only. A second or subsequent invoice will only display changes.

Census Date

9. Commonwealth Supported Place (CSP) students who have not supplied their Tax File Number (TFN) or paid their student contribution in full will have their enrolment cancelled and will not be able to be reinstated as a Commonwealth supported student for that semester or session.
10. Non-FEE HELP domestic students who have not paid by the due date incur a late fee and are sent a letter with advice on the process that will follow if payment is not made by within ten (10) working days after the late fee has been incurred. Non-compliance with the provided advice may result in enrolment cancellation.
11. International Students who have not paid by the due date incur a late fee and are sent a letter with advice on the process that will follow if payment is not made within twenty (20) working days after the late fee has been incurred. Non-compliance with the provided advice may result in enrolment cancellation.
12. After census date, a student remains liable for any outstanding fees to the University regardless if the student continues the studies or not.
13. Changes to a student's enrolment after census date, can only be made by the Enrolments and Fees Team.

Sponsorship

14. Students may be sponsored by external organisations or internally by the [ANU Colleges](#).
15. Each sponsor is set up as a debtor in the [Student Administration System](#) (SAS).
16. Each sponsorship agreement is set up as a "Contract" within SAS, reflecting the financial terms and conditions of the sponsorship.
17. Any applicable fees incurred in the student's account, are transferred from the student's account, to the sponsor's account, in accordance with the sponsorship agreement.
18. Certain sponsorship agreements require the University to make one-off or regular payments such as establishment fees and stipend, to their students. These are paid either through the payroll system or Accounts Payable.

Sponsorship – External

19. The Enrolments and Fees Office raises invoices to sponsors, where a sponsor agrees to pay only those standard fees and charges that are issued through SAS.

Sponsorship - Internal

20. Internal sponsorship agreements must be approved in accordance with University policy on student financial awards.
21. Where a College agrees to sponsor the fees and any other charges of a student, all such costs will be borne by the College.
22. Sponsorship contracts are set up within SAS for all internal sponsorship agreements.

Document information

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