



My Financials:

HOW TO MANAGE YOUR FINANCIALS ONLINE

STUDENT HELP GUIDE

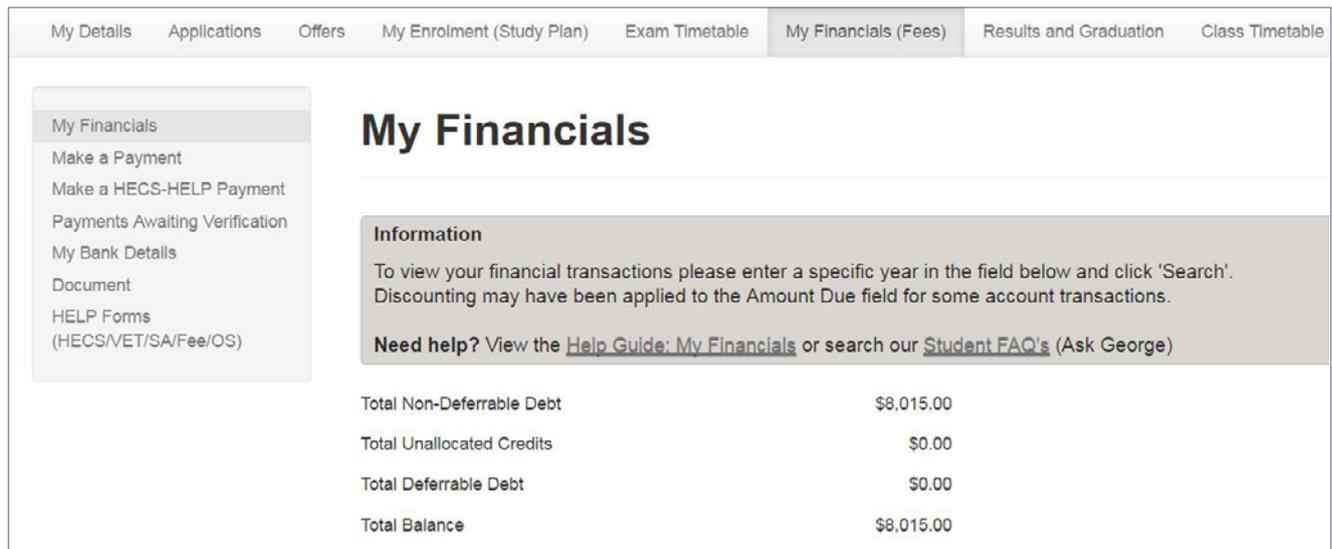
01

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' page. At the top, there is a navigation bar with 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 active. On the left, there is a sidebar menu with the following items: My Financials (selected), 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 has the heading 'My Financials' and an 'Information' section that says: 'To view your financial transactions please enter a specific year in the field below and click 'Search'. Discounting may have been applied to the Amount Due field for some account transactions.' Below this, there is a link: 'Need help? View the [Help Guide: My Financials](#) or search our [Student FAQ's \(Ask George\)](#)'. At the bottom, there is a table with the following data:

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

02

Email your Statement of Account

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



The image shows a red button with white text that reads: "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](#).

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.

- Click **Make a Payment** in the left-hand navigation.
- Type in the amount you wish to pay in Australian dollars (AUD) under Amount to Pay.
- 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-HF Payment
- 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

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

Make a HECS-HELP payment

- To make an up-front HECS payment, click **Make a HECS-HELP Payment** in the lefthand navigation.
- 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**.

- Financials
- Make a Payment
- Make a HECS-HELP Payment
- Payments Awaiting Myification
- HELP Forms (HECS/VET/SA/Fee/OS)

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 8/31/2017: Bachelor of Business ▾

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

	Total debt for the fee grouping	\$3,779.00
less	Up-front payment already received	\$0.00
less	Discount for up-front payment already received	\$0.00
less	Sponsorship payments and discounts	\$0.00
less	Other adjustments	\$0.00
equals	Amount owing for the fee grouping	\$3,779.00
less	Discount for full up-front payment of amount owing	\$0.00
equals	Full up-front payment amount for the fee grouping	\$3,779.00

Details of this up-front payment

	Amount Owing	\$3,779.00
less	Amount to Pay	\$3,779.00
equals	Remaining Amount	\$0.00

- 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.

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.

- Click **My Bank Details** in the left-hand navigation.
- 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?

Contact studentHQ

 1300 794 628

 [Email us](#)