How to view and print your invoice or make a credit card payment using Self Service



If you require further assistance the following options are available:

- Freecall **1800 882 661**.
- If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service <u>www.relayservice.gov.au</u>.
- Visit the Student Hub at your local campus (check the TAFESA website for opening hours).

MYTAFE SA

Self Service

AFESA.EDU.AU | CONTACT US | Search

Learn 0365 Timetable

HOME | LEARI

STEP BY STEP – VIEW AND PRINT YOUR INVOICE

Click on MYTAFE SA on the TAFE SA website https://www.tafesa.edu.au/

HOME MYTAFE SA CURRENT STUDENTS | CONTACT US | Freecall 1800 882 661 | Search ...

or the TAFE SA student website https://students.tafesa.edu.au/



Click on Self Service



Click on Login to Self Service



Select Student to view your account and registration details.



How to view and print your invoice or make a credit card payment using Self Service



Select Student Account then select Invoice and Payment History.

۲	Home > Student > Student Account			
	Student Personal Info	ormation		
		Registration & Enrolment The Enrol Now - add or drop classes.	Admissions Apply for a new admission into TAFE SA or review existing applications Student Account Manage your student account Pay your fees and view your payment history information.	Ť
		 Account Detail for Term TAFE SA Payment Options 	Invoice and Payment History View Holds	

Use the drop-down box alongside **Select Invoice Bill Date** and choose the applicable invoice then click **View Invoice**.



This will open the invoice in a new window. To print the invoice click on the printer icon.

Invoice and	Payment History				
Home > Studer	t > Student Account > Invoice and Payment	History			
Invoice Payment His	tory Unbilled All				
	owsksphs.P_DisplayStatement - Work - Microsoft Edge		- 0	×	
Vou can dowr	https://tafeadldss01v.tafesa.edu.au:9050/XEDEV/b	wsksphs.P_DisplayStatement?p_stmt_number=68178016		Q	
Invoices availa	$ \forall \land \forall \land \blacksquare \cdots - \forall$	+ 🕶 1 of 2 🤉 (B			
Overall Accou				^	
Select Invoice		GST Total	\$0.00		
Invoice Sumr	Due Date 18/04/2024	Invoice Total Including GST	\$60.75		
Amount Due: Due Date:	You must pay all fees upfront that are not con Student Loan). For more information please in http://www.tafesa.edu.au/apply-enrol/vet-stud	vered by your Commonwealth Student Loan (FEE-HEL visit <u>http://www.tafesa.edu.au/apply-enrol/fee-help</u> or dent-loans.	P or VET		
Payments sinc	A full statement of all charges and payments rec- Account tab at <u>https://my.tafesa.edu.au</u> . For oth or billing an employer, please contact your TAFE	eived can be viewed online at the TAFE SA website via the er billing and registration enquiries, including payment with SA Campus.	e Student a payment plan		
De et De te	RTO Code : 41026 CRICOS Code : 00092B HEP Code PAYMENT OPTIONS: Payments may take up 1	: PRV14002 to 2 days to appear in your online Student Account.		- 11	
18 Apr, 2024	Pay online at the TAFE SA website	https://my.tafes:	a edu au	- 11	
18 Apr, 2024	with a valid credit card	intps.//inv.talese	a.euu.au	- 11	
26 Nov, 2019	Telephone & Internet Banking - BPAY Contact your bank or financial institution to make this pay	rment from your cheque,	r Code: 19182	- 11	
25 Nov, 2019	savings, debit, credit card or transaction account. More in Payment option of BPay is only available from Aust	ralian bank accounts.	13000018990601	- 11	
24 May, 2018				T	

When you have finished using Self Service make sure you click Sign Out.



How to view and print your invoice or make a credit card payment using Self Service



STEP BY STEP – MAKE A CREDIT CARD PAYMENT

Follow the instructions on page 1 to log in to Self Service.

Select **Student** to view your account and registration details.



Select Student Account then select TAFE SA Payment Options.

۲	Home > Student > Student Account					
	Student Personal Ir	nformation				
						_
		Enrol Now - add or drop classes.	Admissions Apply for a new admission into TAFE SA or review existing	Manage your student accourt Pay your fees and view your	lew your holds, grades and transcripts	Ť
			applications	payment history information.		
		 Account Detail for Term 	Invoice and Payment	t History View Holds	5	
		TAFE SA Payment Options	Commonwealth Stud	lent Loans		

Click Pay now.



Use the drop-down box and **Select a Term** (Semester) the fees are to be paid for then click **Submit**.



How to view and print your invoice or make a credit card payment using Self Service



Click Pay Now by Credit/Debit Card to pay charges with a valid credit card.

se upgrade your web browser to the latest version or use an alternate web browse
ative payment method if below \$3.00
now by Credit/Debit Card

In Payment Amount enter the amount you wish to pay then click Submit.

Students applying for VET St	udent Loans/FEE-HELP can enter a partial payment.				
Notice: If you are not able to ad	ccess the Credit/Debit Card payment page, please upgrade your web browser to the latest version or use an alternate web browser.				
Minimum credit card payment is \$3.00. Print invoice and pay via alternative payment method if below \$3.00					
"When using the credit card Once you have submitted cre if you are unsure a transaction To avoid expiry of the payment	payment gateway: dit/debit card details, DO NOT close the browser until the transaction has completed. In has completed, check with your card issuer before attempting another transaction. It token, please complete your payment transaction within 15 minutes."				
* indicates required field					
Account Balance:	\$301.50				
Payment Amount:*\$AU	301.50				

Click Proceed to Payment.

Payment		
Amount to charge	\$301.50	
NOTE: All transactions are completed securely via an er	ncrypted payment gateway.	
		Proceed to Payment

The **Payment Details page** is displayed.

Select the Card Type you are using to make payment.

Enter your Card Number, Expiration Month, Expiration Year and CVN then click Next.

			* Reg	uired field		
Card Type *					Total amount	
(VISA Visa	0	Mastercard			AUD 301.50
	O AMEX Amex					
					~~~~	
Card Number *	*************					
Expiration Month *	04 🗸	Expiration Year *	2024	~		
CVN *	This code is a three or f	our digit number printed on the t	back or front of credit (	cards.		
STIL	123	3				

# How to view and print your invoice or make a credit card payment using Self Service



#### Click Pay.

Payment Details		Your Order	
Card Type	Visa	Total amount	AUD 301.5
Card Number	200000000000011111		
Expiration Date	04-2024		
Back			Pay

Click **PDF Receipt** to view your receipt (this can be printed or saved) or Click **Home.** 



When you have finished using Self Service make sure you click Sign Out.



## END OF REFERENCE GUIDE