

# 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 [www.relay.service.gov.au](http://www.relay.service.gov.au).
- Visit the Student Hub at your local campus (check the TAFESA website for opening hours).

## STEP BY STEP – VIEW AND PRINT YOUR INVOICE

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



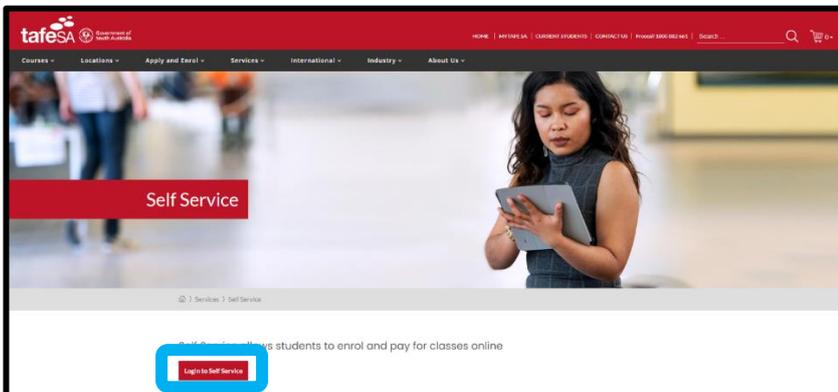
or the TAFE SA student website <https://students.tafesa.edu.au/>



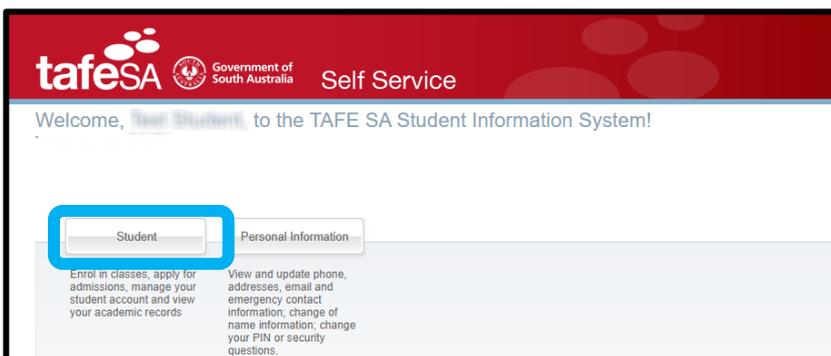
Click on **Self Service**



Click on **Login to Self Service**

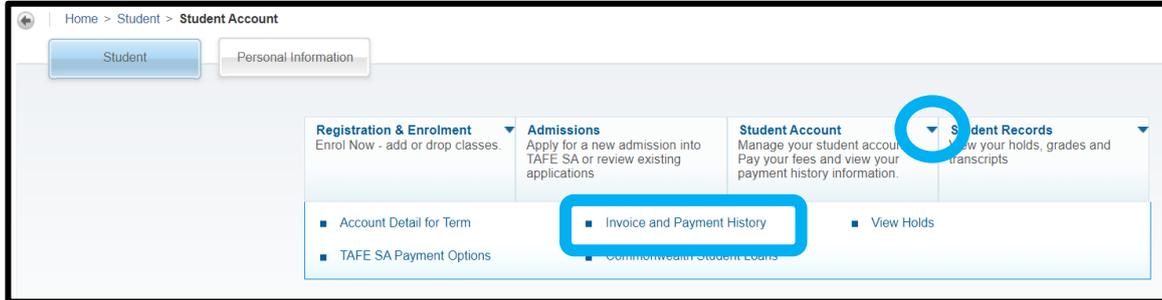


Select **Student** to view your account and registration details.

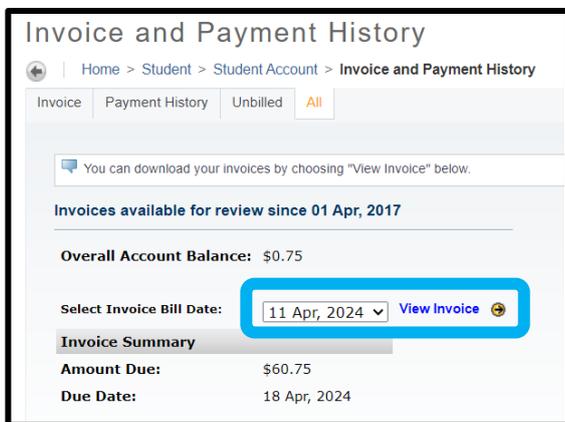


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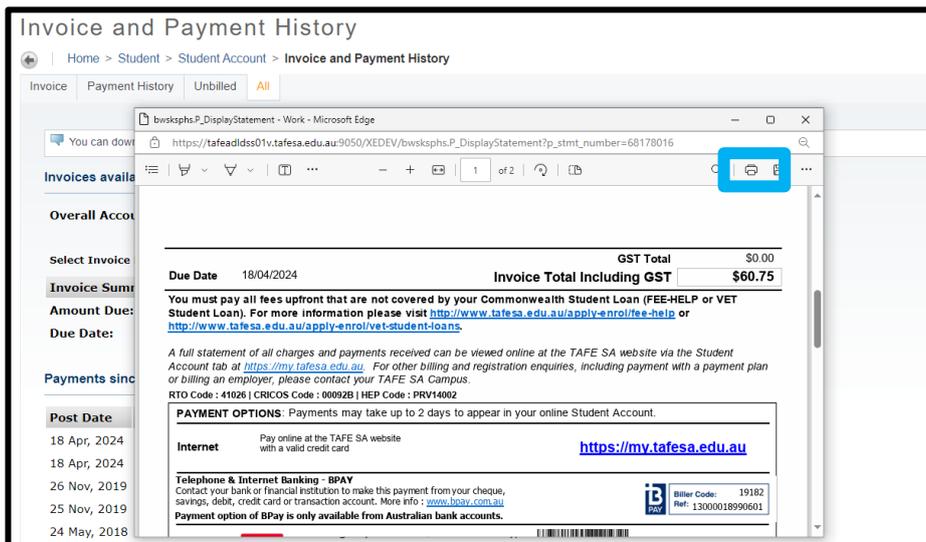
Select **Student Account** then select **Invoice and Payment History**.



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.



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

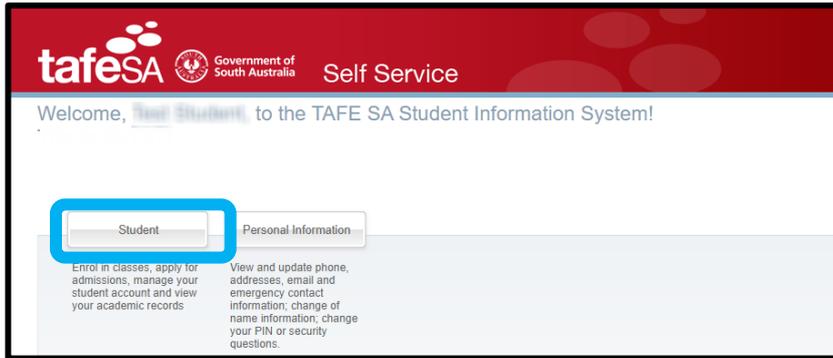


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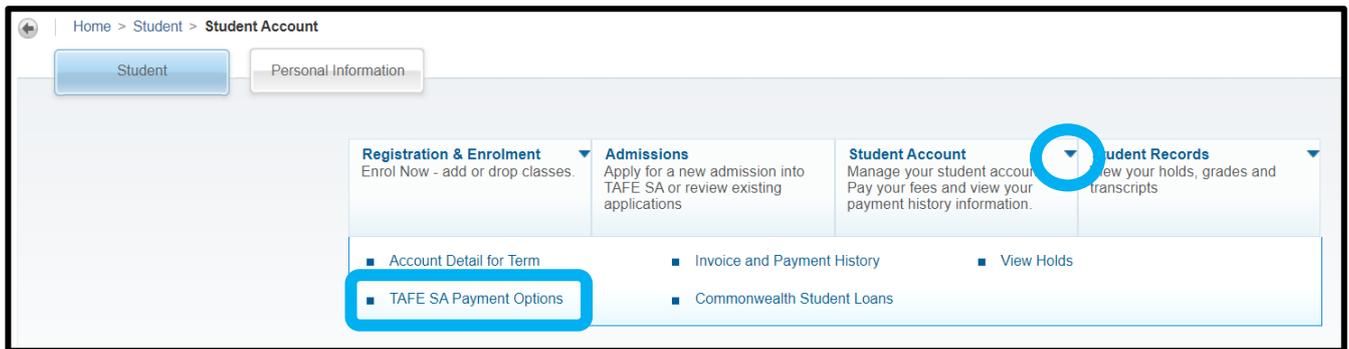
## STEP BY STEP – MAKE A CREDIT CARD PAYMENT

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

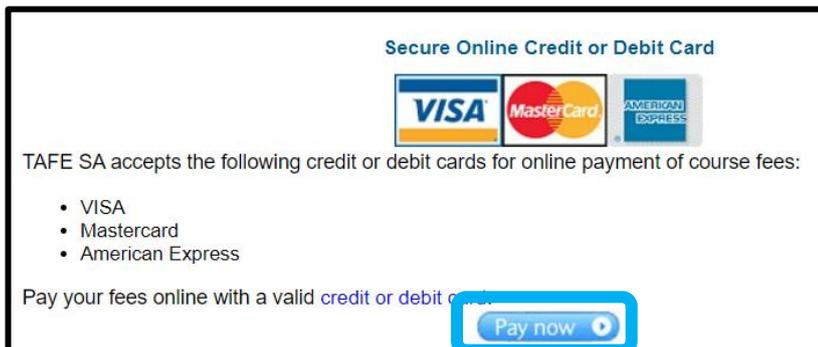
Select **Student** to view your account and registration details.



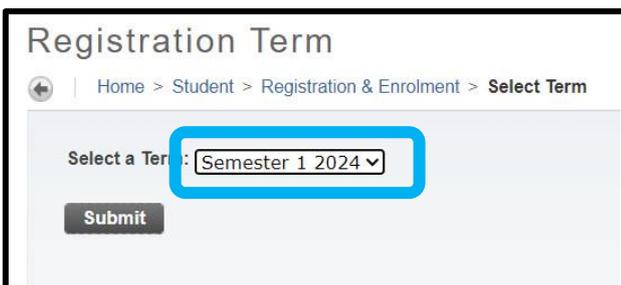
Select **Student Account** then select **TAFE SA Payment Options**.



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.

**Congratulations! You have successfully enrolled.**  
 To make changes to this enrolment (which will affect your study load and fees): [Enrol - Add or Drop Classes](#)

Your fees are shown below: [TAFE SA Payment Options](#)  
 Note that payment of all fees are your responsibility. Non payment of fees will incur an additional recovery fee which will be charged back to you.

**Notice:**  
 If you are not able to access 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

202410 Semester 1 2024 Term Detail

Description	Charge	Payment	Balance	<a href="#">Pay now by Credit/Debit Card</a>
<b>FP00B41: C3 Health Administration ADI</b>				
B/SERV STUD FEE SUBS'D	\$301.50			
<b>Net Term Balance</b>			\$301.50	
<b>Net Balance for Other Terms:</b>			\$0.00	
<b>Account Balance:</b>			\$301.50	

No pending transactions exist on your record for the selected term.

[Pay now by Credit/Debit Card](#)

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

Students applying for VET Student Loans/FEE-HELP can enter a partial payment.

**Notice:**  
 If you are not able to access 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 payment gateway:  
 Once you have submitted credit/debit card details, **DO NOT** close the browser until the transaction has completed.  
 If you are unsure a transaction has completed, check with your card issuer before attempting another transaction.  
 To avoid expiry of the payment token, please complete your payment transaction within 15 minutes.\*

\* Indicates required field

Account Balance: \$301.50

Payment Amount: \*SAU

[Submit](#)

Click **Proceed to Payment**.

**Payment**

Amount to charge: \$301.50

NOTE: All transactions are completed securely via an encrypted 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**.

**Payment Details**

Card Type \* \* Required field

VISA Visa  Mastercard  
 AMEX Amex

Card Number \*

Expiration Month \*  Expiration Year \*

CVN \*  This code is a three or four digit number printed on the back or front of credit cards.

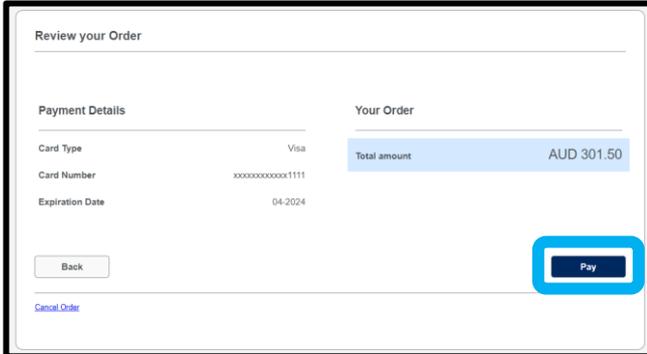
[Cancel](#) [Next](#)

**Your Order**

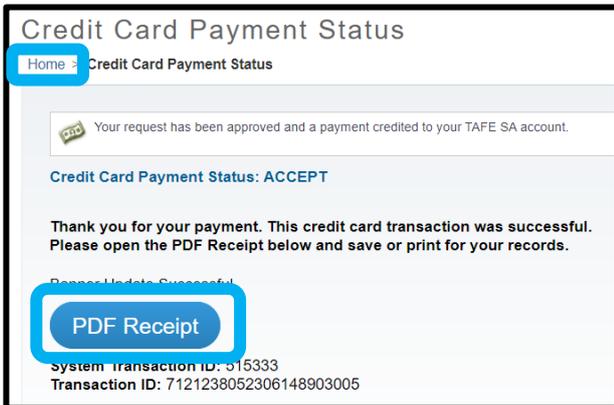
Total amount: AUD 301.50

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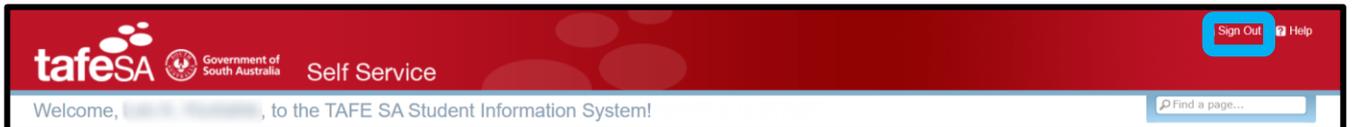
Click **Pay**.



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**