Guide to Fees using eStudentCentre

Login to eStudentCentre

When you are ready to enrol go to UTAS home page, select Current Students and login.

Disclaimer: This document is intended to provide general advice only about accessing and using eStudentCentre and has been prepared as a guide only. Screens displayed in this document are for reference only and are not guaranteed to be accurate, reliable or current. No responsibility is accepted for any errors, omissions, or misleading statements on these pages.
Guide to Fees using **eStudentCentre**

**Login to eStudentCentre**

This is the login page. Login using your **UTAS Email Account**

**Username and Password**
Guide to Fees using eStudentCentre

Login to eStudentCentre

This is the login page. Login using your UTAS Email Account Username and Password

TIP: Your UTAS username is the first part of your email address before the @ sign
When you first login to eStudentCentre you will see the **Home** page.

This page provides news and information as well as frequently used links.
The menu at the side of the screen provides access to your enrolment, fees, exams and graduation details.

Simply click on the heading to access the area you want.
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This tour will take you through the Fees menu and how to enrol and manage your fees online.

Tip: Selecting Scholarships from the Fees Menu will show scholarships available at UTAS. Check to see if you are eligible for any scholarships.
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Simply click on the heading to access the area you want.

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Commonwealth Supported students [click here]

International students [click here]

**Tip:** Selecting **Scholarships** from the Fees Menu will show scholarships available at UTAS. Check to see if you are eligible for any scholarships.
If you are a Commonwealth Supported Student you need to lodge an eCAF. Select **eCAF** from the menu to display your **Courses**.

Select the appropriate **Course** and click **NEXT**.

**Tip:** This screen does not appear if you are an international student or have already submitted a CAF for your course or you are not in a Commonwealth Supported Place.
This screen displays the **Welcome** to the UTAS eCAF Facility.

Read the instructions and click **NEXT** when you are ready.
The next screen displays your **Personal Details**.

Check your details are correct and then click on **Next**.
This screen displays **Citizenship Status**.

Select your citizenship status and then click on **Next**.
The next screen displays **only** for **New Zealand or Permanent Visa Holders**.

Read the statement and click the small box to show you have understood it, then click **NEXT**.

**Tip:** Once you click next you will be taken to the Eligible for HECS-HELP Declaration screen.
If you are an Australian citizen or holder of a Permanent Humanitarian Visa, you will see the **Eligible for HECS-HELP** screen.

Read the statement, enter your Tax File Number and then click **NEXT**.
You will then see the **Eligible for HECS-HELP Declaration** screen.

Read the statement and click the small box to show you have understood it, then click **NEXT**.
This screen displays the **Payment Options**.

Select your intended payment option and then click NEXT.
This screen displays the **Declaration**.

Please read it carefully, it is your legal agreement with UTAS and the Commonwealth Government. When you have finished tick the small box at the bottom to show you understand and accept the statements and then click on **Submit**.
Once you have clicked on **Submit** you will have confirmation that you have a **Completed eCAF**.

You can print a copy of your eCAF if you need one.
Selecting **Invoices** from the Fees Menu will show you a list of invoices.

It shows a year by year fees summary for each semester enrolment. Each semester has a link to the display the fees invoice with instructions for payment.
Clicking the links displays the fees invoice with instructions for payment.

<table>
<thead>
<tr>
<th>Course</th>
<th>Unit Code</th>
<th>Weight</th>
<th>Fee Type</th>
<th>Unit Fee</th>
<th>Scholarships</th>
<th>Total Fee</th>
<th>Upfront Discount</th>
<th>Amount Outstanding</th>
<th>Date Due</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>S2G</td>
<td>12.50%</td>
<td>HECS</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>10 Jan 2012</td>
</tr>
</tbody>
</table>

**Total for Summer School**

**$0.00**

**Payment Options**

**Payment Option 1: Deferred Payment (HECS-HELP or FEE-HELP)** - available to Australian citizens or permanent humanitarian visa holders only.

If you intend to fully or partially defer your fees liability, please ensure your HELP form is submitted and your Tax File Number is recorded as supplied on your Fees Summary. If it is not supplied, please enter yourTFN via eCAF. This invoice is for your information only and provides you with an opportunity to make a full or partial payment if you choose to do so.

**Payment Option 2: Up Front Payment of $0.00 by 10 Jan 2012**

If you intend, or are required, to pay your fees fully up-front, please pay the total Unit Fee less any discounts displayed. Up Front payment of student contributions must be paid on or before the due date. If payment is not received and we have your tax file number, we will defer any outstanding amounts to the taxation system if you are eligible. If you do not pay by the due date and we do not have your tax file number your enrolment will be cancelled.

Partial Up-Front Payment - Student Contribution (HECS) ONLY

Payments totaling at least $500, or a maximum of 80% of your Total Unit Fees per census date, will attract 20% discount. This discount applies only to Student Contribution (HECS) amounts.

**Payment Methods**

- **POST**
  - Billpay Code: 1287
  - Ref: 1128711287
  - Print to pay in person at any Australia Post Office or Phone 13 18 16.

- **iPAY**
  - Biller Code: 12875
  - Ref: 1128711287
  - Print to pay using your preferred financial institution.

For further information, please refer to the Fees Website.

*How to Pay*

For any queries or feedback please contact the Fees Unit using the Fees Enquiry Form or phone 1300 361 926.
This screen displays your Receipts for any fee payments you have made.

You can print this page if you require proof of payment of student fees.

**TIP:** If an amount is listed then we have confirmed your payment. However it can take up to 3 working days for payments to appear on this screen.
Need more help?

Call the Student Centre
8.30am – 5.00pm Monday – Friday
1300 361 928
or +61 6324 3197 from outside Australia
or drop in on campus in Hobart, Launceston or Cradle Coast

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