Paying your Fees with Credit Card
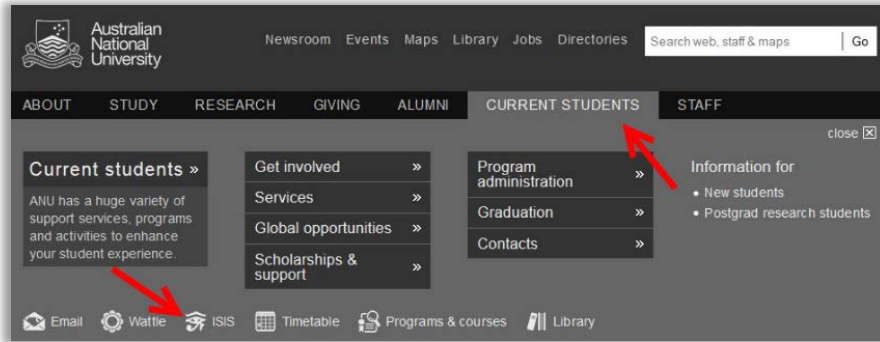
A Guide for Students

Australian National University

How to Pay your Fees with a Credit Card

These instructions are for students who currently have outstanding fees and would like to make a payment using a credit card. To pay your fees go to the ANU Student Gateway: http://www.anu.edu.au/
**Select Current Students and then press the ISIS button.**

Use the STUDENT ID NUMBER and PASSWORD given to you to LOGIN.
If at any time during your session ISIS times out, you will need to refresh your browser in order to log back in.

Select Charges to Pay using the drop down menu.
This is found by selecting *Main Menu (compass button in top-right corner of page) > Navigator > ISIS > Account Details > Charges to Pay*
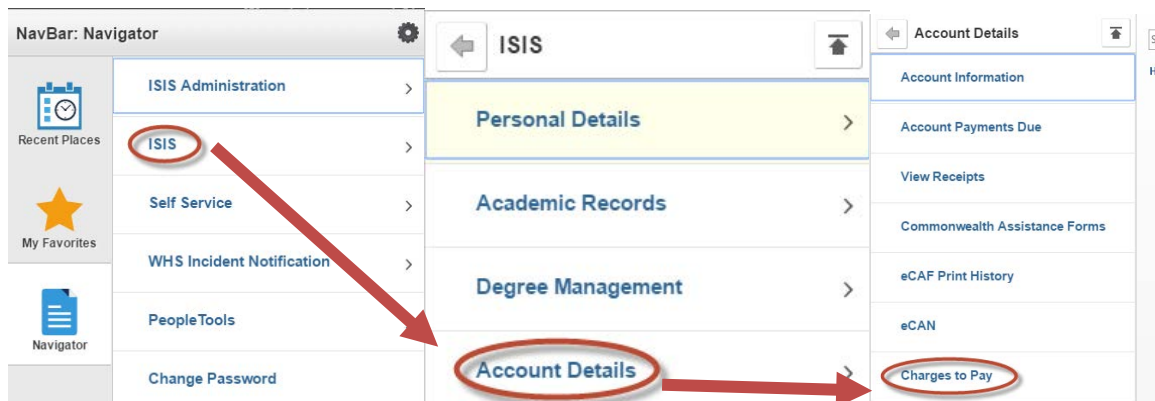
This will display the fees you currently have outstanding. Select the Make a Payment button to continue.
If any details are incorrect, please contact Student Central at student@anu.edu.au or 135 ANU (268) for assistance.

Charges to Pay

Your *'Invoice'* will detail due dates for all Charges.

Visit the Fees information pages to see rules surrounding payments after due dates.

All non-Commonwealth Contribution payments will be applied from the earliest amount due to the latest amount due regardless of the term selected. Commonwealth Contribution payments will pay the selected term only. Currency used is Australian Dollar.

Account Type	Term	Due Now
HECS - Student Contribution	Sem 1 2015	$986.40
	TOTAL	**$986.40**

Selecting the Make a Payment button will take you to the next step in paying due charges.

Make a Payment

Select the Dialect Logo in the Pay By Credit Card section.

Payment Options

BPAY is the Preferred method of payment of fees.

It is your responsibility to check that your payment has been processed by the due date, please check your account information.

Payments made by BPAY may take 24 to 48 hours before they register on your account.
The University does not accept payments in cash for security and legislative reasons.

Pay by BPAY

Select Account to Pay: First Semester, 2015 HECS - Student Contribution $986.40 ▼

You must pay each type of account with separate BPAY payments as they use different reference numbers.
Please note that your BPAY payment may not show on your student account for 24 - 48 hours depending on the time of day your payment is made.

BPAY Biller Code: 39545   To use BPAY, contact your participating financial institution to make this
Ref: 530815930209   payment from your cheque, savings or credit card account.

How to register for BPAY: http://www.anu.edu.au/sas/fees/BPAY.php
BPAY Fee Information page: http://www.anu.edu.au/sas/fees/BPAY Reference Numbers.php

Pay By Credit Card

Click the Dialect icon to pay online via Credit Card. This will take you to a secure web site.
MasterCard and Visa will be accepted. Please note **we do not accept American Express.**
You will receive a payment receipt number when the transaction has been successfully completed.
Please note this number, it is your official receipt number.
Credit card numbers are not stored in the University system.

Dialect

Enter the amount you would like to pay and then select Pay Now. This will take you through to a secure portal where you will be able to enter your credit card details.

It will automatically fill the full amount of each of your outstanding fees. You can choose to pay for part of your fees by changing the value shown in the amount to pay option. To set all payments amount to zero, select the clear amounts button.

Select whether your credit card is VISA or MasterCard by selecting one of the logos. Other credit cards cannot be accepted.

Enter you Card Number, Expiry Date and Security Code. Check the purchase amount then select Pay.

The payment will take a few moments to process. Once it has processed it will display whether it is approved or declined.

If the payment is declined, a warning message will display allowing you to take further action.
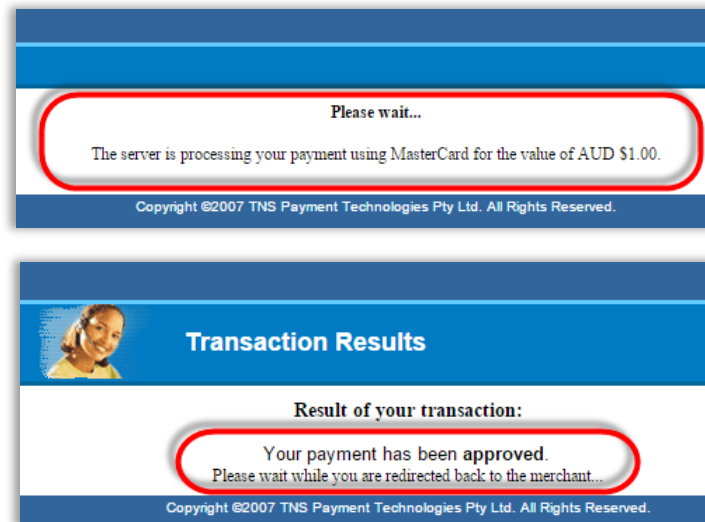
If the payment is successful, you will be redirected to a new page. Select Finalise Payment to complete the transaction.
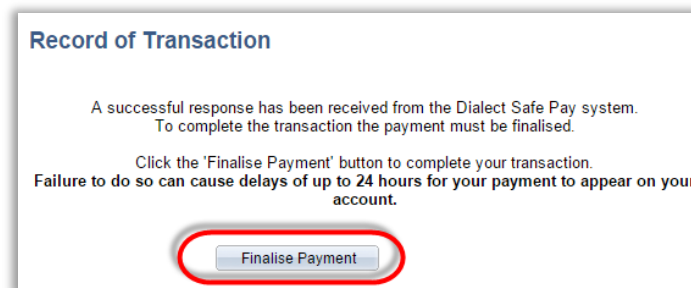
This will display Transaction Successful once the payment has been completed. You can print your receipt by selecting the Print button.

If the transaction was declined, it will display on this screen as Transaction Declined.
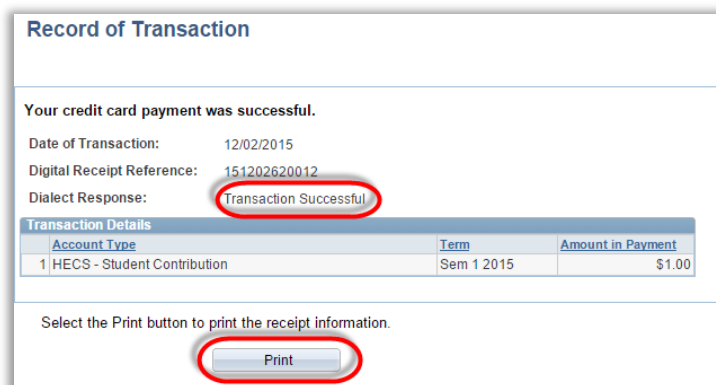
You can access a receipt of your payment at any time in ISIS by selecting:

Main Menu > ISIS > Account Details > View Receipts