

StudentPay – Payment Instructions

Outlined below are the instructions for using StudentPay.

StudentPay – Options

- Undertake payment procedure in languages other than English
- Choose different currency options
- Use your online bank account
- Take the payment page to your local bank

StudentPay – What you need

- Chisholm offer letter (new students need to pay the deposit amount stated on the offer letter) or Chisholm Fee Notice (continuing students need to pay the amount stated by the due date every semester)
- Funds in your bank account to cover the amount you need to pay
- To complete the payment within 48 hours (either online or at a bank branch)
- A printer so you can print your payment page

StudentPay Instructions

Step 1. (1) Choose a language, (2) Enter your details, (3) Click next

Step 2. (1) Select the fee types you need to pay (by clicking the tick boxes)

(2) Enter the amounts in Australian dollars you need to pay

(3) Select 'Display/Print – payment instructions for wire transfer

(If you are paying in China, please select Western Union)

* Western Union is only available for payments made from China in local currency

Step 3. If Custom House has a bank in your country, you can pay in your local currency, otherwise you will have to purchase a major currency and convert this currency to Australian dollars

(1) Select the currency to pay your fees (compare conversion rates & choose a bank)

(2) Click 'Process Transaction'

(3) Click 'OK' when prompted. You now have 48 hours to complete the transaction at the guaranteed exchange rate.

Step 4. Print the payment page (**payment instruction**), this page shows you how much you need to pay into the Custom House bank account in your local currency or major currency.

Paying online: using the details on the payment instructions, make payment to the Custom House bank account within 48 hours. Keep your payment instruction for your records.

Paying at your local bank:

(1) Take the payment instruction to your local bank within 48 hours

(2) Request your bank to follow the instructions on your **payment instruction** print out to transfer the funds from your bank account to Custom House

(3) Keep a copy of your payment instruction for your records

Paying in China:

- (1) Print the Western Union payment instruction
- (2) Follow the **payment instructions** to transfer funds within 48 hours at your nearest China Post or China Everbright Bank that accepts Western Union payments.
(Not sure of your nearest branch? Go to this web page <http://www.payment-solutions.com/agent.asp>)
- (3) Keep a copy of your payment instruction for your records

To log into **StudentPay** go to this address

<https://s15.bbtranz.com/xpay.bsp?merchant=NFnW3hvm>