

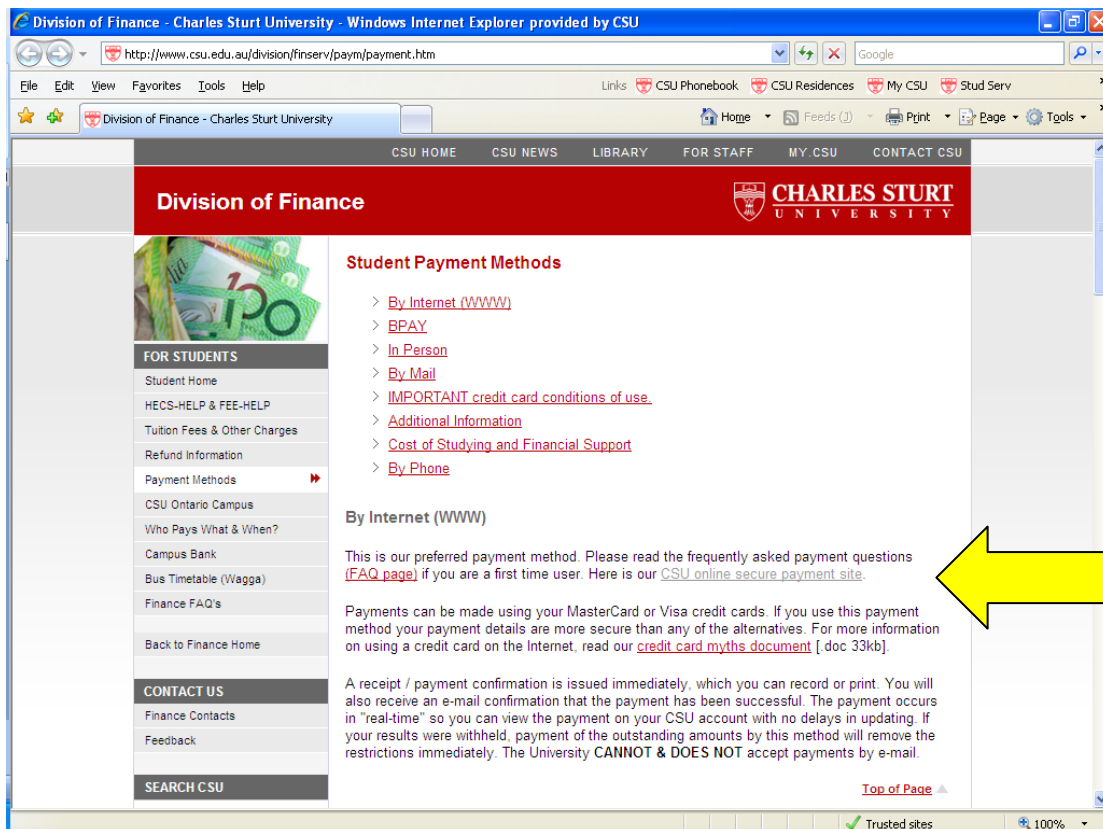
Instructions for payment of fees using Visa or Mastercard

Credit card payment

1. Go to the following page on the Division of Finance webpage:

<http://www.csu.edu.au/division/finserv/paym/payment.htm>

Click on the following link: **CSU online secure payment site** - found in the second line of the first paragraph entitled – *By Internet (WWW)*.



The screenshot shows a web browser window displaying the Charles Sturt University Division of Finance website. The page title is "Division of Finance - Charles Sturt University". The main content area is titled "Student Payment Methods" and lists several options: "By Internet (WWW)", "BPAY", "In Person", "By Mail", "IMPORTANT credit card conditions of use", "Additional Information", "Cost of Studying and Financial Support", and "By Phone". Under the "By Internet (WWW)" section, there is a paragraph stating: "This is our preferred payment method. Please read the frequently asked payment questions ([FAQ page](#)) if you are a first time user. Here is our [CSU online secure payment site](#)." Below this, another paragraph explains that payments can be made using MasterCard or Visa credit cards and that a receipt/payment confirmation is issued immediately. A yellow arrow points to the "CSU online secure payment site" link.

2. You will be on the **WELCOME to our SECURE - Student Payment Web site.** Go to the bottom of this page and click on the second last button that is entitled: **Make an additional payment to your account (details not showing) including: Room Application Fees**

Financial Services - Charles Sturt University - Windows Internet Explorer provided by CSU

https://online.csu.edu.au/Inter/Action?type=B&cmd=web_payments

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Secure Student Payments

WELCOME to our SECURE - Student Payment Web site.

Payments can be made using your Visa and Mastercard.

You can make payments for charges which are currently shown on your account through the links below:

- View and Pay your Current Balance which is \$0.00
- View and Pay your Future Balance which is \$0.00
- View and Pay for All Charges which is \$0.00
- Show Your Finance Details Web Page

Your **current balance** includes amounts which are due or overdue as at today's date.
Your **future balance** includes known transactions that are not currently due but will be applied to your account at a future date.

You can also make a Payment for any of the following:

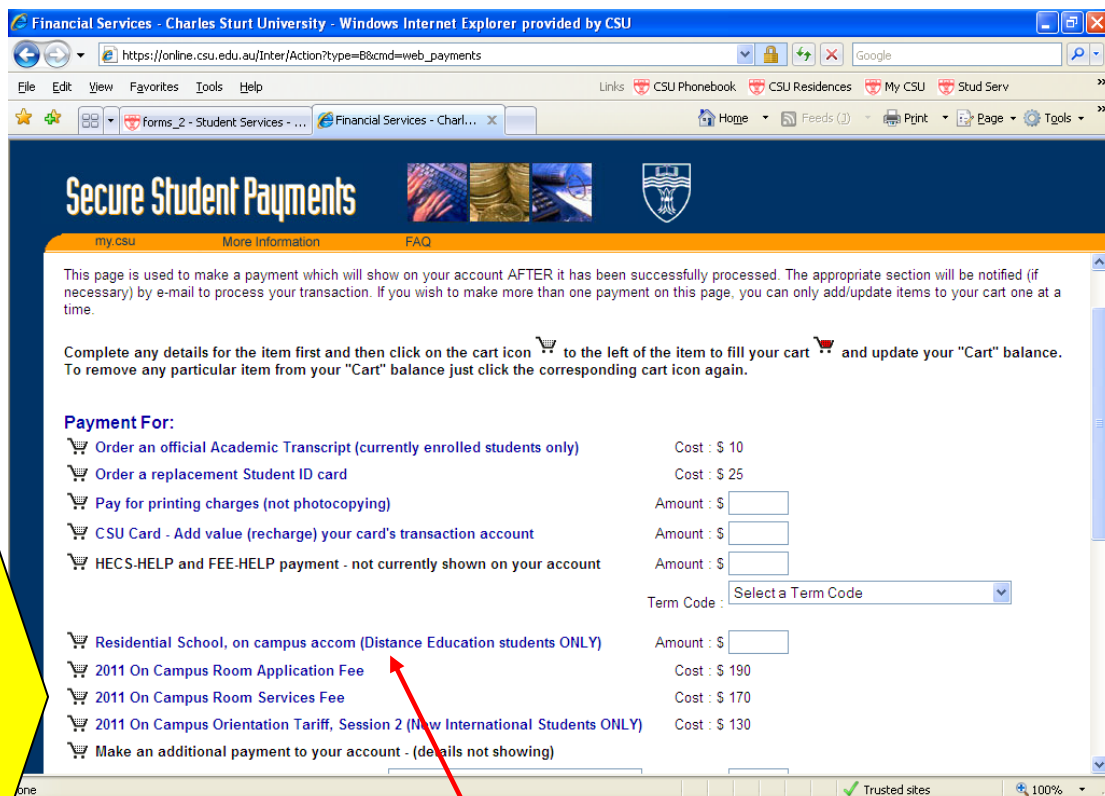
- Order an Official Academic Transcript (Currently enrolled students)
- Order a replacement CSU Card
- Pay for computer centre and/or library printing charges (Not Photocopying)
- Pay for Internet use
- CSU Card - Add value (recharge) to your cards transaction account
- HECS-HELP and FEE-HELP payment - not currently shown on your account
- Residential School - Accommodation Fees
- **Make an additional payment to your account (details not showing) including: Room Application Fees**


● View or PAY for Cart contents || Remove All items from your Cart

3. You will then be on the **Additional Student Payments or Order Goods/Services page**

Click on the following shopping trolleys – one at a time – this will cause them to turn **RED**

- 2011 On Campus Room Application Fee (\$190);
- 2011 On Campus Room Services Fee (\$170); and if applicable
- 2011 On Campus Orientation Tariff, Session 2 (New International Students ONLY) (\$130)



 **DO NOT** click on 'Residential School, on campus accom (Distance Education students ONLY)'. This is for students studying by distance education and are required to attend a short-stay residential school, not students who are making application to stay for the entire academic year.

The last line on this page should then show the total of your account (Cart) as \$360 (without Orientation Tariff) or \$490 (with Orientation Tariff).

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https://online.csu.edu.au/Inter/Action?type=B&cmd=web_payments

File Edit View Favorites Tools Help Links CSU Phonebook CSU Residences My CSU Stud Serv

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This page is used to make a payment which will show on your account AFTER it has been successfully processed. The appropriate section will be notified (if necessary) by e-mail to process your transaction. If you wish to make more than one payment on this page, you can only add/update items to your cart one at a time.

Complete any details for the item first and then click on the cart icon to the left of the item to fill your cart and update your "Cart" balance. To remove any particular item from your "Cart" balance just click the corresponding cart icon again.

Payment For:

Order an official Academic Transcript (currently enrolled students only)	Cost : \$ 10
Order a replacement Student ID card	Cost : \$ 25
Pay for printing charges (not photocopying)	Amount : \$ <input type="text"/>
CSU Card - Add value (recharge) your card's transaction account	Amount : \$ <input type="text"/>
HECS-HELP and FEE-HELP payment - not currently shown on your account	Amount : \$ <input type="text"/>
	Term Code : <input type="text" value="Select a Term Code"/>
2011 On Campus Room Application Fee	Cost : \$ 190
2011 On Campus Room Services Fee	Cost : \$ 170
2011 On Campus Orientation Tariff, Session 2 (New International Students ONLY)	Cost : \$ 130
Make an additional payment to your account - (details not showing)	

Trusted sites 100%

4. If so, click on the second last line – **View or PAY for Cart contents**
This then shows you the invoice for your account.

Financial Services - Charles Sturt University - Windows Internet Explorer provided by CSU

https://online.csu.edu.au/Inter/Action?type=B&cmd=web_payments

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Secure Student Payments

Cart Contents

Invoice Number: 414152 - Amount \$ 490.00

	Trans No.	Date	Description	Termcode	Amount
<input type="button" value="Remove"/>		13-APR-2011	2011 On Campus Room Application Fee		\$190.00
<input type="button" value="Remove"/>		13-APR-2011	2011 On Campus Room Services Fee		\$170.00
<input type="button" value="Remove"/>		13-APR-2011	2011 On Campus Orientation Tariff, Session 2 (New International Students ONLY)		\$130.00

TOTAL AMOUNT OF PAYMENT (SAUD) \$490.00

View A Completed Invoice || [Back to Menu](#)

To process this payment click the button below

Please Enter the e-mail address for the payment receipt to be sent:

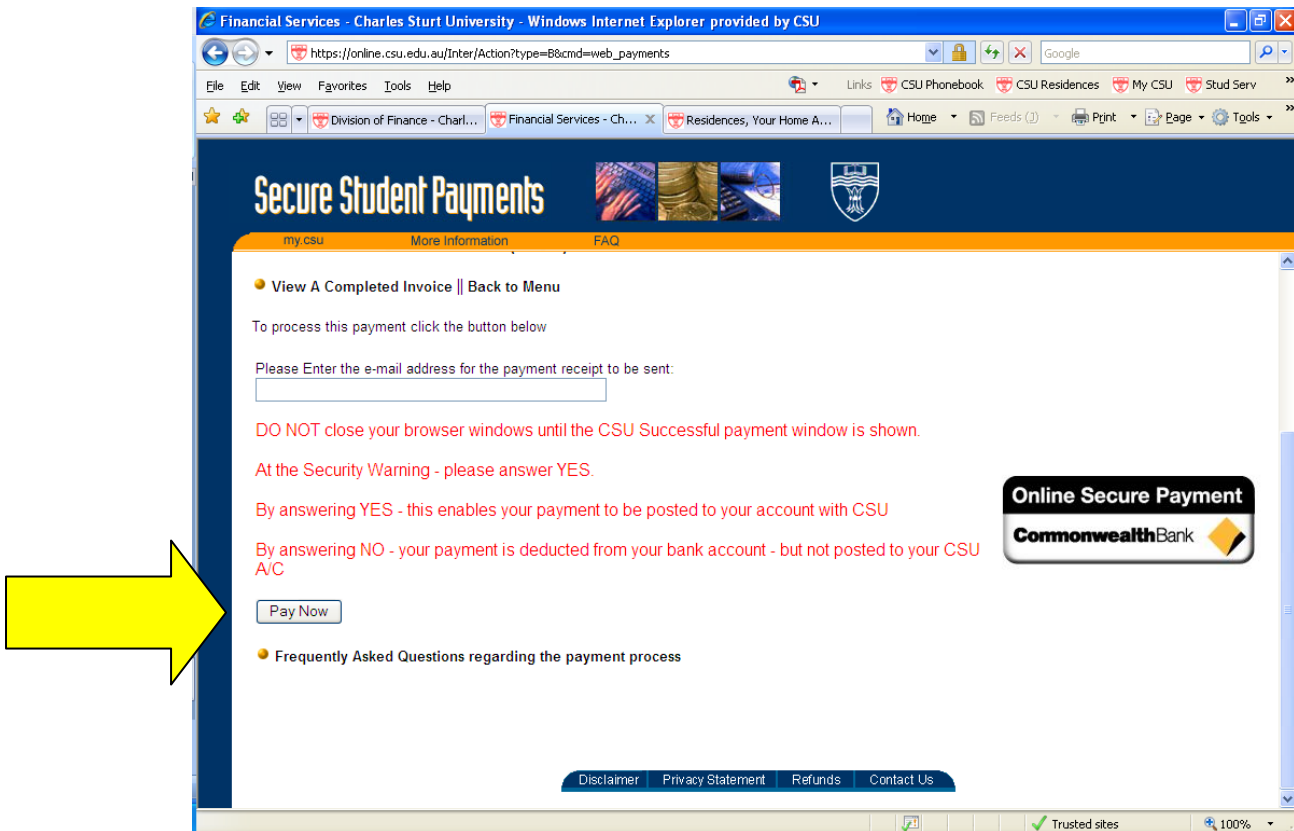
DO NOT close your browser windows until the CSU Successful payment window is shown.

At the Security Warning - please answer YES.

By answering YES - this enables your payment to be posted to your account with CSU

Done Trusted sites 100%

Go to the bottom of this page and click on the button that reads - *Pay Now*



5. You are then taken into the banking site where you enter your card details for payment.