

## Overview

The **Financial Account** tile in myRMIT allows you to view tuition charges and fees, provide bank account details, make payments, and view payment history along with invoices.

## Before you begin

- Login to **myRMIT**. Refer to the myRMIT Essentials > *Login and Navigation* Quick Reference Guide to login.

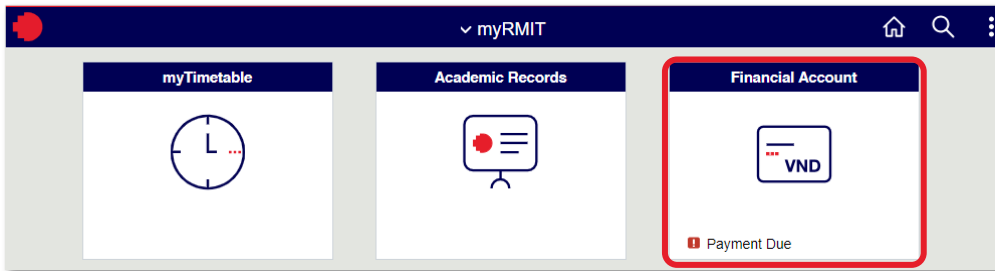
The **Financial Account** tile in myRMIT contains the following pages:

- [Account Balance](#)
- [Charges Due](#)
- [Make a Payment](#)
- [Payment History](#)
- [Bank Account Details](#)
- [Invoices](#)

## Navigation

**myRMIT Home Page > Financial Account tile**

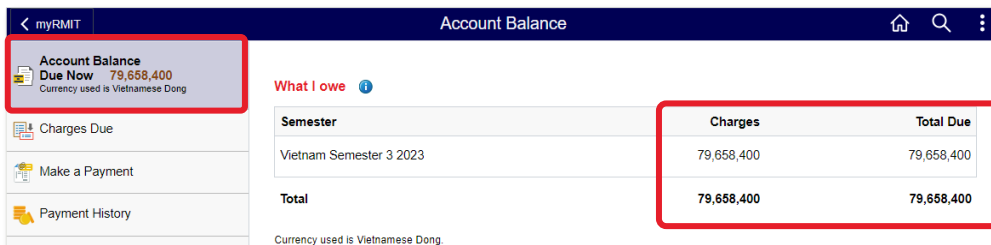
The **myRMIT home page** displays. Click the **Financial Account** tile to access the Account Balance section of myRMIT.



**Financial Account** page opens displaying the **Account Balance** page.

## 1. Account Balance

The **Account Balance** page displays a summary of the amount that you are due to pay, by Semester. You can only view information here.



The **Charges** column displays the total of fees and charges for the Semester.

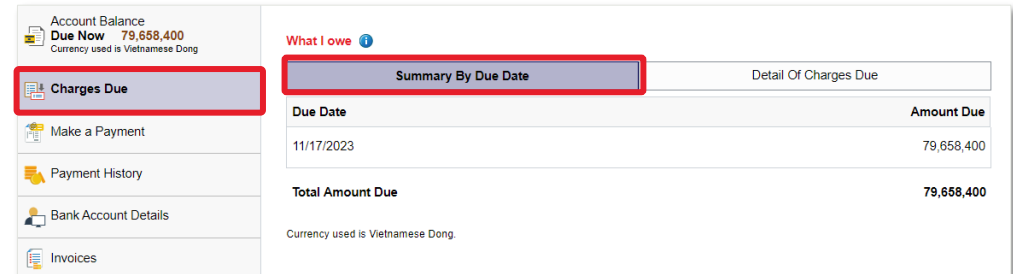
The **Total Due** column displays how much is outstanding for each Semester. If a credit balance is shown here, this indicates the amount of money that is held in your account.

## 2. Charges Due

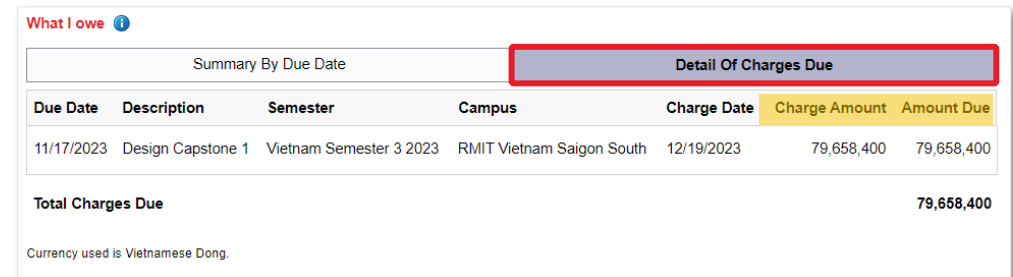
Click the **Charges Due** page to view details of the charges due such as due date, description or reason for charge etc.

The **Charges Due** page opens displaying the **Summary by Due Date** tab.

Click the **Summary by Due Date** tab to view the amount that must be paid and the due date of the charge.



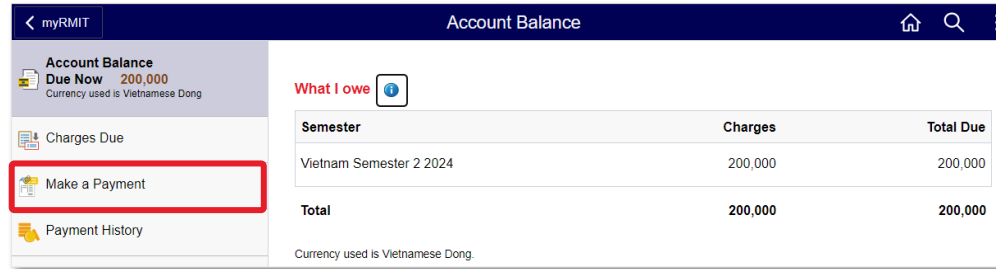
Click the **Details of Charges Due** tab to view a breakdown of each course fee and other charges (if any).



The **Charge Amount** column displays the full amount of each fee or charge. The **Amount Due** column displays how much is outstanding for each fee or charge.

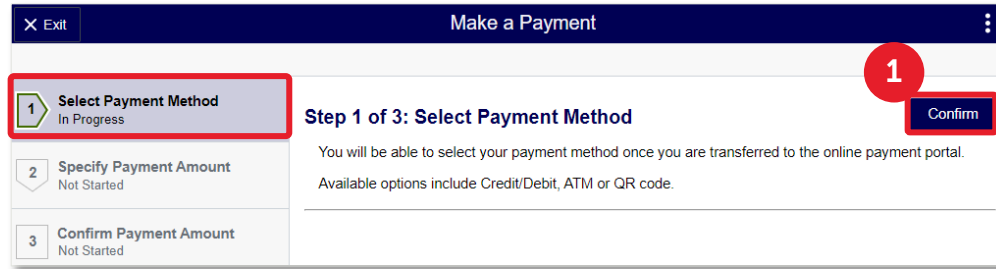
### 3. Make a Payment

Click the **Make a Payment** page to indicate the charges that you are ready to pay.



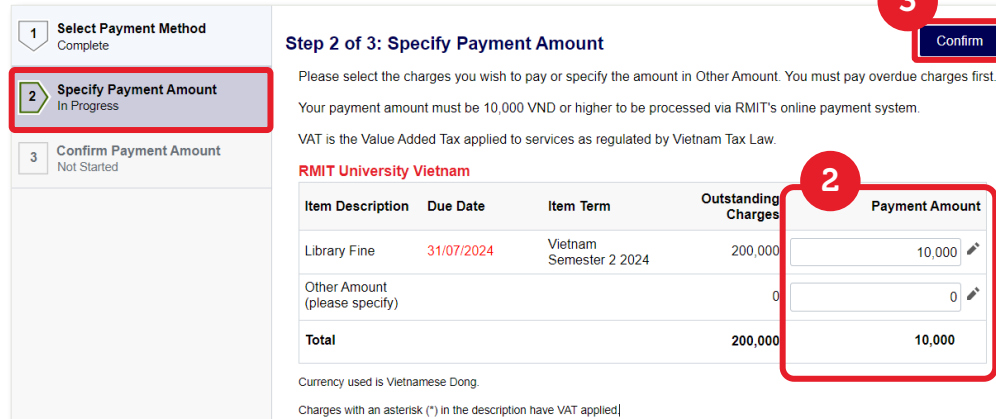
The **Make a Payment** page displays with three steps that you need to complete.

**Step 1:** Select a **Payment Method**. You can view the available options for online payment here. Click the **Confirm** button to continue.



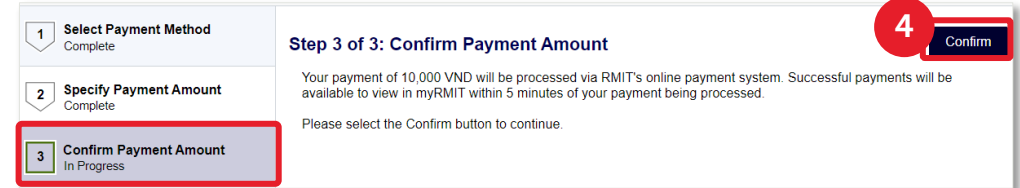
**Step 2:** Specify **Payment Amount** in the Payment Amount column. Your payment amount must be 10,000 VND or higher to be processed via RMIT's online payment system. Any overdue amount must be paid first.

**Step 3.** Click the **Confirm** button to continue.



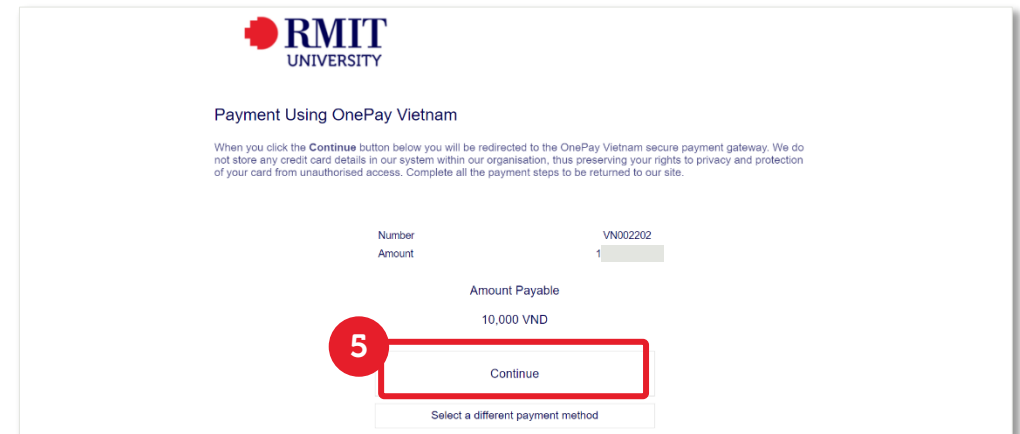
### Step 4: Confirm Payment Amount

Click the **Confirm** button to go to RMIT's online payment system and make the payment.

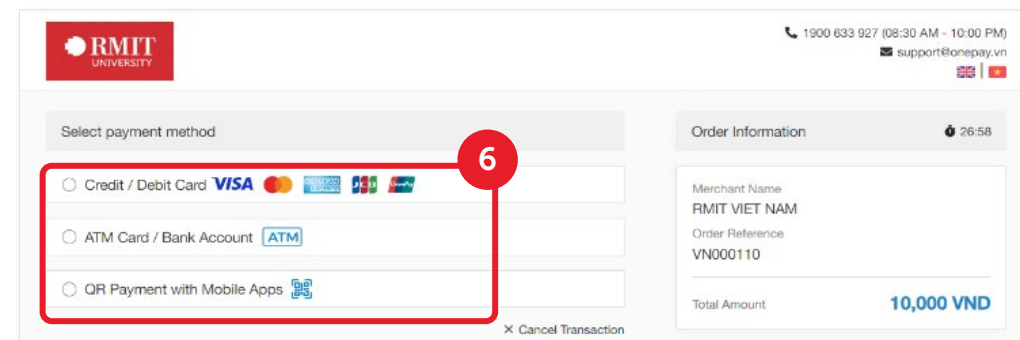


**Step 5:** You will be redirected to the **Payment Using OnePay Vietnam** page.

Click **Continue** to progress with your payment.

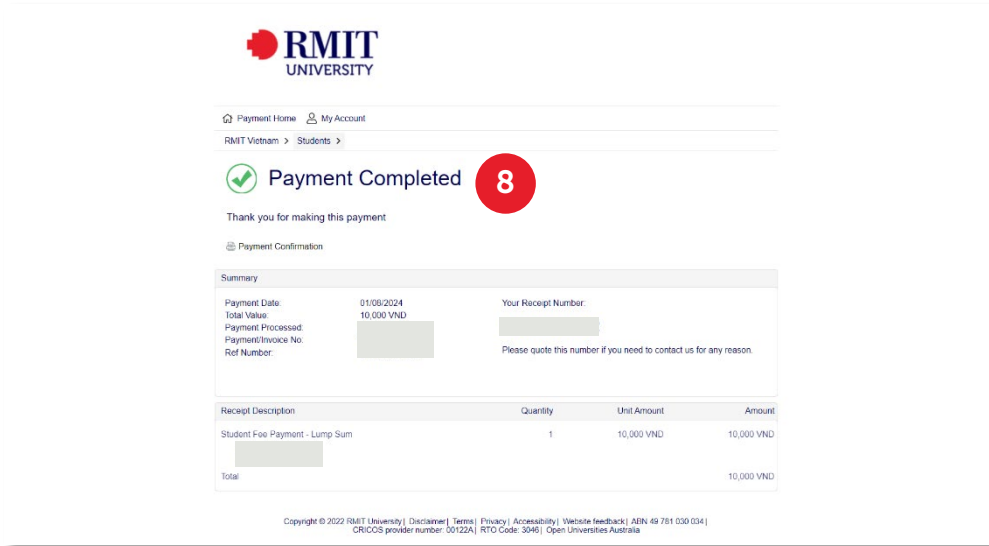


**Step 6:** Select your preferred **payment method**.



**Step 7:** Enter your details and click **Pay Now**.

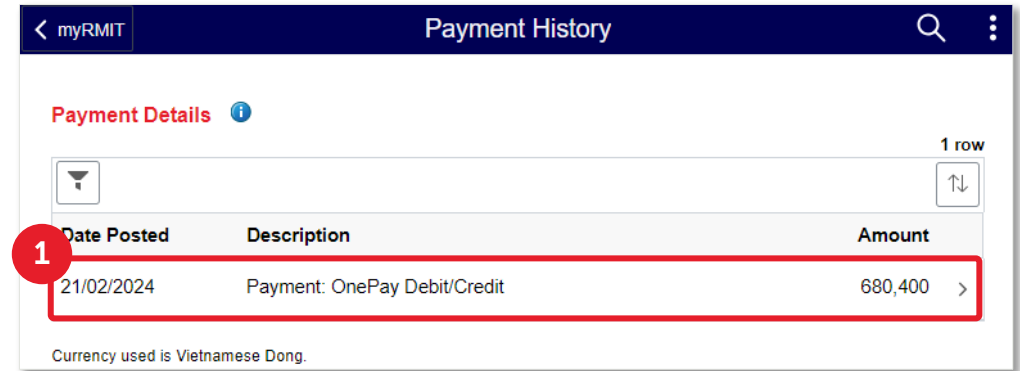
**Step 8: Payment Completed** page will be displayed. You will also receive a payment confirmation via email.



#### 4. Payment History

Click the **Payment History** page to view all payments which have been made toward your account.

You can use the filter in the header row to search for payments within a specific date range.



**Step 1.** Click a payment row to view more information about the payment. For example, click **Payment: OnePay Debit/Credit**

Charges Paid on 21/02/2024 by Payment: OnePay Debit/Credit		
Payment Breakdown	Term	Applied Payment Amount
Medical Insurance Domestic	Vietnam Semester 1 2024	680,400.00
<b>Total Payment Amount</b>		<b>680,400.00</b>

### 5. Bank Account Details

Click the **Bank Account Details** page to view and edit your bank account details. The bank account provided here is used if you apply for a refund. Click the **Bank Name** row item to view/edit the bank account details.

Bank Account Details	
Bank Name	Account Number
NH NHA NUOC VIET NAM (SBV)	XXXX5678 >

- Step 1.** Enter details in all fields.
- Step 2.** Select **Yes** to confirm details.
- Step 3.** Click **Submit**.

#### Bank Account Information

**\*Bank**  
01101011 NH NHA NUOC VIET NAM (SBV)

**\*Account Number**  
XXXXX789

**\*Branch**  
01101011 VU TAI CHINH - KE TOAN - HA NO

**\*Account Holder Name**  
Vietnam Test

**\*Confirm Account Number**  
XXXXX789

**\*Branch Address**  
49 Ly Thai To

#### Important Information

The bank account entered on this page will be used by RMIT Vietnam if you request a refund of any excess payments. It is important that you enter a valid bank account. To apply for a refund, select the Submit Request tile from the homepage and complete the Apply for a Refund form.

Only Vietnamese or Australian bank accounts can be entered. If you require a refund to a bank outside of Vietnam or Australia, please enter you bank details directly onto the Apply for a Refund form.

All refunds will be issued in Vietnamese Dong (VND). RMIT will not be responsible for any exchange rate incurred in transferring funds.

I confirm that a correct bank account has been entered  Yes

Bank Location is Vietnam  
Currency used is Vietnamese Dong.

**3**

Only Vietnamese bank accounts can be entered here. If you require a refund to a bank outside of Vietnam, please enter your bank details directly onto the **Apply for a Refund** form in the **Submit Request** tile.

### 6. Invoices

Click the **Invoices** page to view and download PDFs of any invoices that have been raised for you.

Invoices		
Invoice Date	Invoice Number	Invoice Amount
21/02/2024	DEBIT NOTEVN0000000192	119,487,600 >

Currency used is Vietnamese Dong.

- Step 1.** Click an invoice row to view and download the invoice. The invoice also includes **Account Statement**. For example, click **DEBIT NOTEVN0000000192**.

#### Debit Note

Anh Thi Nguyen  
123abc  
Phuong Que Tan  
Thi xa Que Vo

#### Fee & Charge Summary

Opening balance	VND 0
<b>This invoice</b>	
Adjustments since previous debit note	VND 0
New charges	VND 120,168,000
Payments, credits, waivers	VND -680,400
<b>Total amount due</b>	<b>VND 119,487,600</b>
<b>Overdue, please pay now</b>	<b>VND 0</b>

See Account Statement over page for a breakdown of your payments, charges and due dates

**Debit Note #:**  
DEBIT NOTEVN0000000192

**Student number**  
[Redacted]

**Billing period**  
Vietnam Semester 1 2024

**Date of issue**  
21-Feb-2024

Please see over page for due dates

**It's important to pay before due dates!**

All charges must be paid by the due dates on your debit note. Otherwise, you might be cancelled from your program.

**More information**  
Go to RMIT web page to see debit note instruction at <https://samplelink.com>  
Having questions? Contact Student Connect at <https://www.rmit.edu.vn/students/support/rmit-connect>

#### 3 Easy Ways to Pay

**RMIT Online Payment - Recommended payment method**

Pay via: Vietcombank i-B@nking

**Bank Transfer**  
Students can transfer to RMIT Vietnam's ANZ/Vietcombank accounts

**Cash Deposit or Bank Card**

- Cash Deposit or credit card payment at Vietcombank branches
- Pay on campus cashier with debit/credit card

For further information, go to: <https://www.rmit.edu.vn/study-at-rmit/ tuition-fees/payment-methods>

### Account Statement

Student name [Redacted]  
Student number [Redacted]

*All charge amounts in tables below are in VND currency*

#### Summary of Charge(s) by Future Due Dates

Due date	Amount due
22-Mar-2024	119,487,600
<b>Total</b>	<b>119,487,600</b>

#### Charge Details

Program  
BP222 B Comm (Prof Comm)

##### Sem 1 2024

Course	Course description	Due date	Total charge	Payment/Credit	Amount Due
COMM 2374	Foundations of PR	22-Mar-2024	39,829,200		39,829,200
COMM 2381	Comm Strategy & Planning	22-Mar-2024	39,829,200		39,829,200
COMM 2897	Cinema and Nation	22-Mar-2024	39,829,200		39,829,200
<b>Subtotal</b>			<b>119,487,600</b>		<b>119,487,600</b>

##### Sem 1 2024

Fee code	Description	Due date	Total charge	Payment/Credit	VAT(Incl.)	Amount Due
MED	Medical Insurance Domestic	22-Mar-2024	680,400	-680,400		0
<b>Subtotal</b>			<b>680,400</b>	<b>-680,400</b>		<b>0</b>
<b>Total</b>			<b>120,168,000</b>	<b>-680,400</b>		<b>119,487,600</b>

#### Summary Payments and Credits Received

Description	Date processed	Payment/Credit
Payment: OnePay Debit/Credit	21-Feb-2024	-680,400
<b>Total</b>		<b>-680,400</b>

The myRMIT – Financial Account tile quick reference guide is complete.