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.
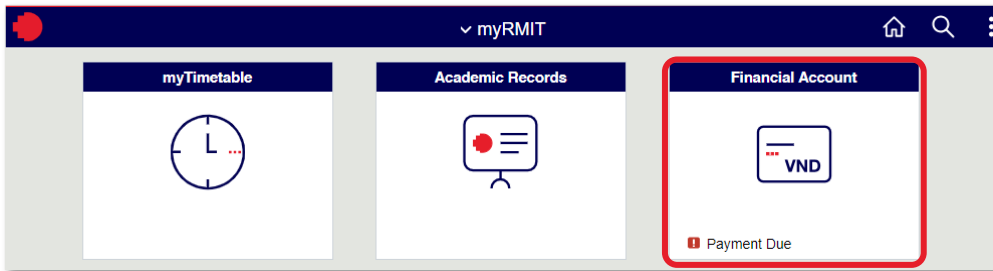
The **Personal Details** tile in myRMIT contains the following pages:

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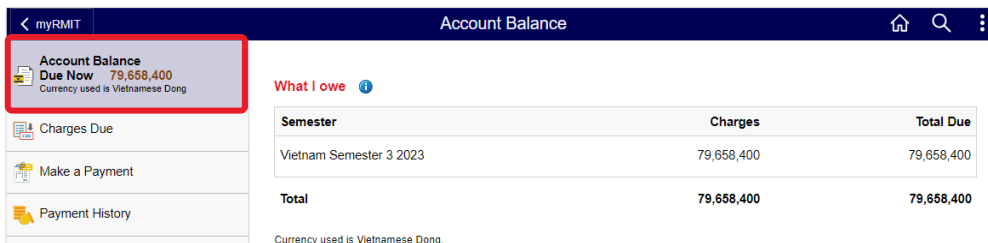
The **Charges** column displays the total of fees and charges for the Semester.
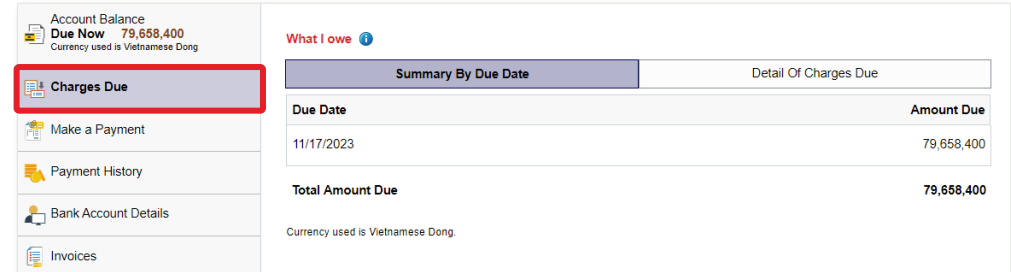
The **Total Due** column displays how much is outstanding for each Semester. If a credit balance is shown here, this indicates the amount of money that is held in your account.

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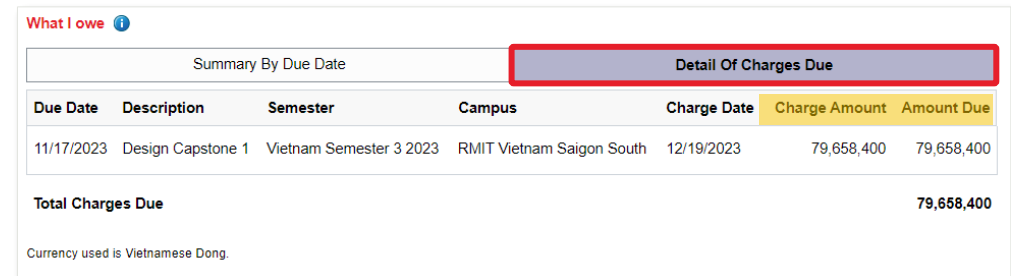
The **Charge Amount** column displays the full amount of each fee or charge. The **Amount Due** column displays how much is outstanding for each fee or charge.

RMIT UNIVERSITY

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 has 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**

Step 1. Enter the amount in the **Payment Amount** column. Any overdue amount must be paid first.

Step 2. Click the **Confirm** button to continue.

Step 3: Confirm **Payment Amount**

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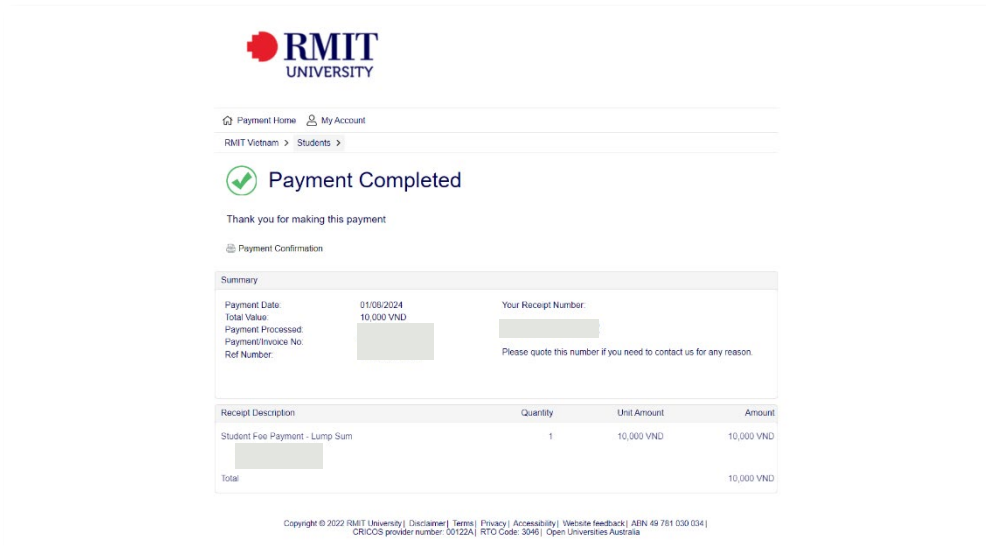

Step: 4: You will be redirected to the **Payment Using OnePay Vietnam** page.

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

Step 5: Select your preferred **payment method**.

Step 6: Enter your details and click **Pay Now**.
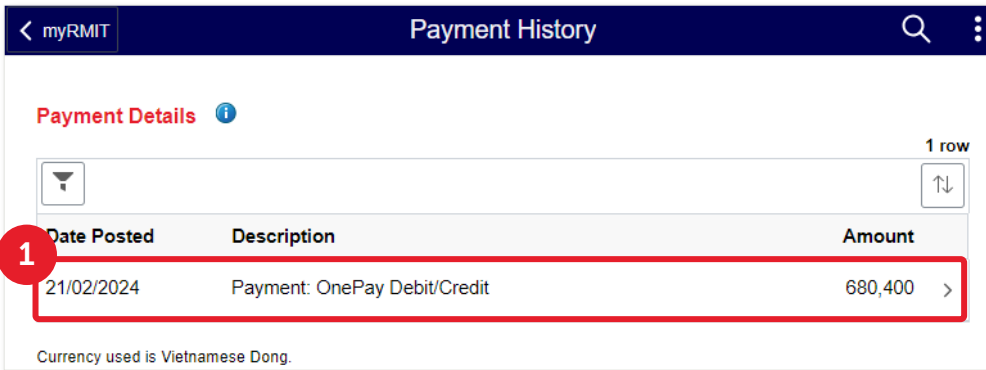
What's next...

Step 7: 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**

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.

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

What's next...

Bank Account Information

1

*Bank
0101 NH NHA NUOC VIET NAM (SBV)

*Account Holder Name
Vietnam Test

*Account Number
XXXXX789

*Confirm Account Number
XXXXX789

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

*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** **2**

Bank Location is Vietnam
Currency used is Vietnamese Dong.

3 Submit   Cancel

📌 ▪ 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.

6. Invoices

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

Invoices ℹ️

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

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

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

Debit Note #:
DEBIT NOTEVN0000000192

Student number

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

What's next...

Account Statement

Student name
Student number

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
Total	**119,487,600**

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
Subtotal			**119,487,600**		**119,487,600**

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
Subtotal			**680,400**	**-680,400**		**0**
Total			**120,168,000**	**-680,400**		**119,487,600**

Summary Payments and Credits Received

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

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