

## Overview

The **Financial Account** tile in myRMIT allows you to view tuition charges and fees, provide bank account details 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.

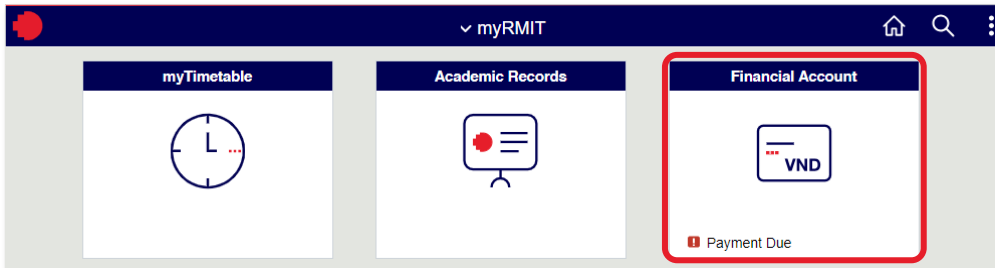
The **Personal Details** tile in myRMIT contains the following pages:

- **Account Balance**
- **Charges Due**
- **Payment History**
- **Bank Account Details**
- **Invoices**

## Navigation

**myRMIT Home Page > Financial Account tile**

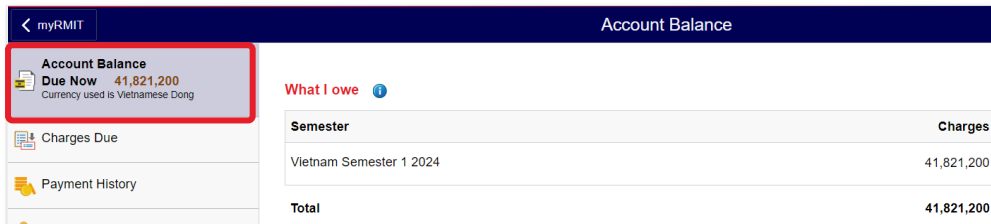
The **myRMIT home page** displays. Click the **Financial Account** tile to access the Account Balance section of myRMIT.



**Financial Account** page opens displaying the **Account Balance** component/page open.

## 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 your fees and charges for the Semester.  
The **Total Due** column displays how much is outstanding for each Semester.

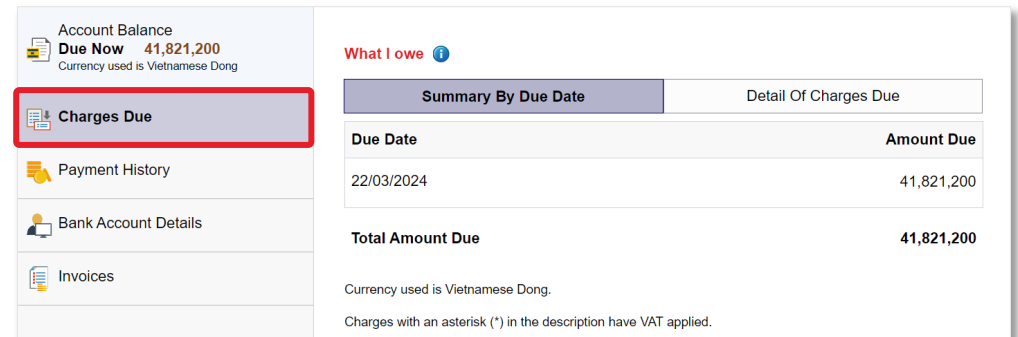
If a credit balance is shown here, this indicates the amount of money that is held in credit in your account.

## 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.

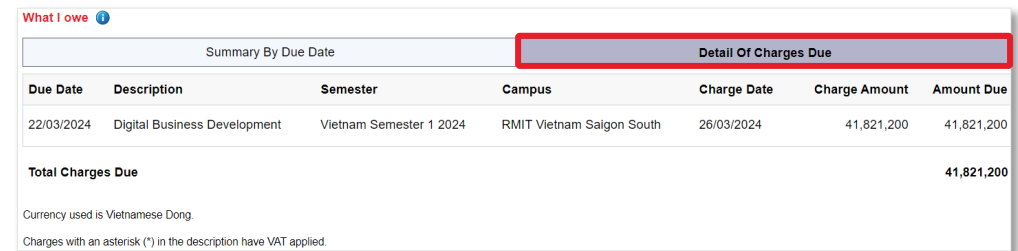
The **Charges Due** page opens displaying the **Summary by Due Date** tab.

The **Summary by Due Date** tab displays the due date by when the amount must be paid.



Click the **Details of Charges Due** tab.

The **Detail of Charges Due** tab displays 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. Payment History

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

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

myRMIT **Payment History**

**Payment Details** ⓘ 1 row

Date Posted	Description	Amount
26/03/2024	Medical Insurance Waiver Dom	680,400

**Step 1.** Click a payment row to view more information about the payment. For example, click **Medical Insurance Waiver Dom**.

**Charges Paid on 26/03/2024 by Medical Insurance Waiver Dom** ✕

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>

### 4. Bank Account Details

Click the **Bank Account Details** page to view and edit your bank account detail.

The bank account details 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** 1

\*Bank: 0110 NH NHA NUOC VIET NAM (SBV) \*Account Holder Name: Vietnam Test

\*Account Number: XXXX5678 \*Confirm Account Number: [ ]

\*Branch: 01101018 CUC QUAN TRI - HA NOI \*Branch Address: 123 Vietnam Road

**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 your 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.

Submit Cancel 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.

### 5. 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 NOTEVN000000192	119,487,600 >

**Step 1.** Click an invoice row to view and download the invoice. The invoice also includes **Account Statement**. For example, click **DEBIT NOTEVN000000192**.

#### Debit Note

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

#### 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 NOTEVN000000192

**Student number**

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**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://sample.rk.com>

Having questions? Contact Student Connect at <https://www.rmit.edu.vn/students/support/rmit-connect>

### 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
<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>