

Student ledger Quick Guide

Student Portal - CampusNexus® Student International

November 2021

Version 1.2

Student Ledger

- 1) Go to **My Finances** → **Student Ledger** to check on the fee transactions with the University.
- 2) The default Balance and Deposit amount are the overall amount of all program versions and terms.
 - **Balance:** The amount student has to pay (+ve amount) or student overpaid (-ve amount).
 - **Deposit:** the amount that the University is holding.
- 3) To view the transaction of a specific program version and term, select the **Program Version** and **Term** from the drop-down menu and click **Apply** button, the related information will be displayed. Click on **Reset** button to clear the program and term selection.
- 4) To view more information about the transaction, click on the reference number link under the **Ref No** column, and the transaction details will pop-up.
- 5) Student can print out any of the documents (Invoice, Official Receipt, etc.) from the Student Ledger.

Student Ledger

Balance: (400.00)
 Deposit : 500.00

Program Version: All Term: All

Post Date	Trans Date	Type	Ref No	Code	Description	Currency	FCY Charges	Charges	Payments	Balance	Tax Code	Tax Amount	Term
09/22/2021 14:31	09/22/2021	INV	INV21BA-BUSACE3017449	SECDEP	Security Deposit	MYR	500.00	500.00		500.00	N-T		2021_SEP_S2
09/23/2021 14:36	09/23/2021	INV	INV21BA-BUSACE3017457	TUIT	Tuition Fee-Add Course	MYR	6,240.00	6,240.00		6,740.00	N-T		2021_SEP_S2
10/11/2021 11:53	10/10/2021	PAYMENT	QB21019801	JomPAY	JomPAY (RHB)	MYR			6,740.00	0.00			2021_SEP_S2
10/11/2021 11:53	10/10/2021	PAYMENT	QB21019802	JomPAY	JomPAY (RHB)	MYR			400.00	(400.00)			2021_SEP_S2

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Sample invoice:

	Invoice No : Date :	INVOICE INV21L0046FB003172 01/07/2021 Swinburne Foundation Studies (Business)
Student Name : Student Number : Identity Card/Passport No : Address :	Student GUIDE	Program : Intake : Year/Semester :
Telephone No :		2020_ADR_S1 Year 1 / Sem 1
Description	Amount	
Tuition Fee-Add Course	9,750.00	
Grand Total	9,750.00	
Remarks : Add Course		

1. Paying from within Malaysia
 Online Payment (Saving Account, Current Account and Credit Card)

Swinburne Sarawak Sdn Bhd
 80-0236989-9
 Lot 170 & 171, Section 49 KTD, Jalan Chan Chin Ann 3700 Kuching,
 Sarawak, Malaysia
 CIBBMKX

2. Paying from overseas.
 Swinburne Sarawak has partnered with Flywire to ensure streamlined and secure payments, from students who would like to settle their payment from their overseas accounts or credit cards.

With Flywire you will:

- Save on intermediary bank fees
- Have access to 24/7 multilingual customer support
- Save on intermediary bank fees

To begin your payment, visit the link - swinburne-my.flywire.com

3. All cheques/bank draft should be made payable to Swinburne Sarawak Sdn Bhd.

<p>4. Bank Account Details: Account Name: Swinburne Sarawak Sdn Bhd Bank Name: CIMB Bank Berhad Account Number: 80-0236989-9 Address: Lot 170 & 171, Section 49 KTD, Jalan Chan Chin Ann 3700 Kuching, Sarawak, Malaysia SWIFT Code: CIBBMKX</p>	<p>Account Name: Swinburne Sarawak Sdn Bhd Bank Name: RHB Bank Berhad Account Number: 2-1078-00065839 Address: Suite 21.3, 2nd Floor, Tung Kong Abell, Lot 365, Abell Road, 8700 Kuching, Sarawak, Malaysia SWIFT Code: RHBMMKL</p>
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5. Please forward copy of the payment slip to Finance Cashier Counter or email to finstu@swinburne.edu.my for issuance of Official Receipt.
 This is a computer generated document. No signature is required.
 Please update your personal information with SIC should there be any changes.

Email a copy to me

How to Pay Online via Student Portal

- 1) Go to **My Finances** → **Student Ledger**, click **Pay Now** button.

Student Ledger

Balance: (400.00)
Deposit : 500.00

Program Version* Term*

Post Date	Trans Date	Type	Ref No	Code	Description	Currency	FCY Charges	Charges	Payments	Balance	Tax Code	Tax Amount	Term
09/22/2021 14:31	09/22/2021	INV	INV21BA-BUSACF3017449	SECDEP	Security Deposit	MYR	500.00	500.00		500.00	N-T		2021_SEP_S2
09/23/2021 14:36	09/23/2021	INV	INV21BA-BUSACF3017457	TUIT	Tuition Fee-Add Course	MYR	6,240.00	6,240.00		6,740.00	N-T		2021_SEP_S2
10/11/2021 11:53	10/10/2021	PAYMENT	OB21019801		JomPAY (RHB)	MYR			6,740.00	0.00			2021_SEP_S2
10/11/2021 11:53	10/10/2021	PAYMENT	OB21019802		JomPAY (RHB)	MYR			400.00	(400.00)			2021_SEP_S2

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- 2) Select the **Program Version** and **Term**. Pick a value from the **Installment** drop-down (if applicable). Enter the amount for payment and click **Pay** button and you will be directed to the **Secure payment** page.

Payment Gateway*

Program Version*

Term*

Installment*

Enter Amount (MYR)*

SCAM ALERT: Please be reminded that the University will never ask for your login credentials (neither email ID nor password) or demanding for outstanding debts through personal telephone calls. In the event you received or previously received such calls, please report to servicedesk@swinburne.edu.my with the scammer details such as name, department, telephone number, bank accounts and etc.

The University does not appoint/assign/authorise any third party as our fee collection agent. We will not be liable for any payment made to any third party account(s) except to the University bank account. Please refer to [How Do I Pay My Fees](#) for the University official payment platforms.

Finally, do stay vigilant against scammer and do not reveal your personal data or share it in social media.

- 3) Fill-in the required card information correctly, tick on the **Confirm Payment** checkbox and click **Pay Now** button.

Secure payment - Profile 1 - Microsoft Edge
https://ap-gateway.mastercard.com/checkout/pay/SESSION0002228646997F1167736173

SWINBURNE SARAWAK
SWINBURNE UNIVERSITY OF TECHNOLOGY
Secure payment

Card number *

Expiry month * Expiry year *

Cardholder name *

Security code *

3 digits on back of your card

Order details

Student Fees

TOTAL MYR: RM5.00

The next screen you see may be payment card verification through your card issuer.

Confirm payment

Cancel Pay now

- 4) In the **preview and verification** page, enter the Authorisation Code provided by your bank and tick on the **T&C** checkbox after you have read the Terms & Conditions, then click **Submit** button.
- 5) Official Receipt will be automatically generated by the system upon successful payment and can be printed via **Student Ledger**.

ALERT! In the event that credit card information and credentials e.g. credit card expiry date, Security Code or Authorisation Code is incorrectly entered in the first attempt, you will be redirected to the **Secure payment** page again. Please **close** the redirected **Secure payment** page and repeat the processes in [How to Pay Online via Student Portal](#), as subsequent submission of payment using the **SAME Secure payment** page will **NOT** be successful.

Secure payment - Google Chrome
ap-gateway.mastercard.com/checkout/pay/SESSION0002464229148J64251535E9

SWINBURNE SARAWAK
SWINBURNE UNIVERSITY OF TECHNOLOGY
Secure payment

! Your transaction was unsuccessful, please check your details and try again.

Card number *

Expiry month * Expiry year *

Cardholder name *

Security code *

3 digits on back of your card

Order details

Student Fees

TOTAL MYR: RM1.00