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.

Sample invoice:

INVOICE

Invoice No : INV21L0046FB003172
Date : 01/07/2021

Student Name : Student GUIDE
Student Number :
Identity Card/Passport No :
Address :

Program : Swinburne Foundation Studies (Business)
Intake : 2020_APR_S1
Year/Semester : Year 1 / Sem 1

Telephone No :

Description	Amount MYR
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)

   Biller Code: 99820
   Ref-1: Student ID / IC No
   Ref-2: Purpose Of Payment

   JomPAY online at Internet and Mobile Banking with your Current, Savings or Credit Card account

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.**

4. Bank Account Details:

Account Name:	Swinburne Sarawak Sdn Bhd
Bank Name:	CIMB Bank Berhad
Account Number:	80-0526998-9
Address:	Lot 170 & 171, Section 49 KTLD, Jalan Chan Chin Ann,93100 Kuching, Sarawak, Malaysia.
SWIFT Code:	CIBBMYKL

Account Name:	Swinburne Sarawak Sdn Bhd
Bank Name:	RHB Bank Berhad
Account Number:	2-11016-00065929
Address:	Suite 2 & 3, Grd Floor, Yung Kong Abell, Lot 365, Abell Road, 93100 Kuching, Sarawak, Malaysia.
SWIFT Code:	RHBBMYKL

5. Please forward copy of the payment slip to Finance Cashier Counter or email to fintu@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.

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.

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

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.

Prepared by: **Student Systems & Administration, Student Engagement**
Last Updated: **24 November 2021**