

How to Pay your Invoice

The South Australian government banking provider, Commonwealth Bank of Australia, has a number of convenient options for you to pay your invoices. All payments must be paid in Australian Dollars (AUD) by the due date otherwise a \$100 late fee may apply.

Please note cash deposits or bank transfers within Australian bank branches or at our office cannot be accepted.

Please find below the different payment methods available:

BPAY

Available through internet and phone banking from Australian bank accounts. Your Biller Code and Reference Number can be found on your invoice. Please note you will receive a BPAY receipt through your internet or phone banking accounts immediately after payment. Please print this off as this is the only receipt that will be issued. For more information, please visit <https://www.bpay.com.au/>.

BPOINT

For payment using Visa or MasterCard. Your Biller Code and Reference Number can be found on your invoice. Please note you will receive a BPOINT receipt immediately after payment. Please print this off as this is the only receipt that will be issued. Please visit <https://www.bpoint.com.au/bpoint/> or ring 1300 467 267 to pay your invoice using BPOINT.

International Bank Transfer (From Overseas Bank Accounts)

Bank Name: Commonwealth Bank of Australia

Account Name: Department for Education

Bank Address: 96 King William St, Adelaide, South Australia, 5000

SWIFT Code: CTBA AU2S

BSB Number: 065-790 (*international bank field 57*)

Account Number: Please see invoice* (*international bank field 59*)

**Our bank account number can be found on your invoice. Please note that our bank account number will be different for each invoice due to the way our bank account is set up.*

Please email your payment receipt to Education.IESFinance@sa.gov.au

Internet Banking (From Australian Bank Accounts)

Bank Name: Commonwealth Bank of Australia

Account Name: Department for Education

BSB Number: 065-790

Account Number: Please see invoice*

**Our bank account number can be found on your invoice. Please note that our bank account number will be different for each invoice due to the way our bank account is set up.*

Please email your payment receipt to Education.IESFinance@sa.gov.au

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CHEQUE

Payable to: Department for Education. Please write invoice number and contact details on back of cheque. Mail to: Shared Services SA, GPO Box 11028, Adelaide SA AUSTRALIA 5001

OR

Deliver in person weekdays between 9:00 am and 4.30 pm to:

International Education Services, Ground Floor West, 31 Flinders St, Adelaide SA 5000

Credit Card

Pay using **BPOINT** (please see above)

OR

Pay in person weekdays between 9am and 4.30 pm at:

International Education Services, Ground Floor West, 31 Flinders St, Adelaide SA 5000

Please ensure that your daily transaction limit is sufficient to pay your invoice in full.

For further assistance please email Education.IESFinance@sa.gov.au or phone +61 8 8226 3402

This information is also available on the school portal login via

www.internationalstudents.sa.edu.au

Approved on: 07.08.18

Authorised by: Director, IE