**TAFE Students -**

**How do I view my invoice**

my Student Centre | mysc.federation.edu.au | 1800 FED UNI

**How to view an Invoice**

**Important:**

After you enrol, your fees will be calculated and an email notification will be sent to your student webmail account when an invoice/statement is issued. Your online invoice is available to be viewed and printed from you r my Student Centre account. Fees are due for payment by the date specified on your invoice/statement.

Steps: Login to my Student Centre by going to mySC.federation.edu.au



1. Enter your **User ID** number (student ID) and **Password**, then select the button.

 If you are having trouble logging into my Student Centre please contact the Service Desk on servicedesk@ballarat.edu.au or 53279999

1. On the right hand side of your screen you will see the Finances section. Click on the drop down list



1. Click the ‘Charges Due’ list item



1. Click the Go button



1. The Charges due page will show any outstanding charges.



1. Scroll to the bottom of the page to view invoices.

1. You will see an Invoice Number and Invoice amount
2. Click on the Invoice Number: . This will open another window and enable you to generate a Tax Invoice/Statement.



1. Click the Close tab button to return to my Student Centre
2. Click the  link to return to the Home page.