

BOX HILL INSTITUTE  
International Student Services  
465 Elgar Road  
Box Hill VIC  
Australia 3128



Telephone: IDD (61 - 3) 9286 9425  
Facsimile: IDD (61 - 3) 9286 9334  
Email: [international@boxhill.edu.au](mailto:international@boxhill.edu.au)  
Website: <http://www.boxhill.edu.au>

## **PAYMENT INFORMATION**

### **Methods of Payment**

1. There are a number of ways you can pay for your tuition fees. This document explains how fees can be paid.
2. Please include tuition fees and overseas student health cover only. Do not include other monies such as living expenses or accommodation fees.
3. Methods of payment include:
  - Local Transfers
  - International Bank Draft
  - Telegraphic Transfer (for overseas payments only)
  - Credit Card
  - Australian Post Office (if you have received a Tax Invoice)

### **International Bank Drafts**

Bank drafts should be made out to **Box Hill Enterprises Ltd** in Australian Dollars, and sent to the International Student Services at Box Hill Institute.

### **Telegraphic Transfers and Local Transfers**

Please ensure all of the following information is included.

**Bank: Westpac Banking Corporation**

**Branch: 16 - 20 Main Street, Box Hill, VIC 3128**

**Account Name: Box Hill Enterprises Ltd**

**Account Number: BSB No: 033172      Account No: 324344**

**Swift Code: WPACAU2S (Payment via TT from overseas)**

Please ensure **the student's name and date of birth** is indicated on the transfer.

### **Credit Card**

To pay by credit card, Box Hill Institute needs to receive the details in writing or by fax (see form overleaf), with the amount authorised and signed by the cardholder. We require the following information:

- \* Card Holders Name
- \* Type of Credit Card (we accept MasterCard and Visa)
- \* Credit Card Number
- \* Expiry Date
- \* Card Verification Number

# BOX HILL INSTITUTE

## PAYMENT BY CREDIT CARD



Student's Name \_\_\_\_\_  
*Surname* *First name*

Date of Birth (DD/MM/YY) \_\_\_\_\_

Student's ID No \_\_\_\_\_

Please debit my ☐ Mastercard ☐ Visa

Card Holder's Name \_\_\_\_\_

Credit Card Number \_\_\_\_\_

Card Verification Number \_\_\_\_\_  
(This is the last 3 numbers on the signature panel)

Expiry Date \_\_\_\_\_

Payment amount (Australian Dollars) \_\_\_\_\_

I authorise Box Hill Institute to deduct this amount from my credit card.

Card Holder's Signature \_\_\_\_\_

**Note:** Please ensure that the credit limit on your card is sufficient for the payment amount - thank you.

Please write your contact phone number here: \_\_\_\_\_

Please write your email address here: \_\_\_\_\_

**Please fax this form to Box Hill Institute - International Student Services on (61-3) 9286 9334**