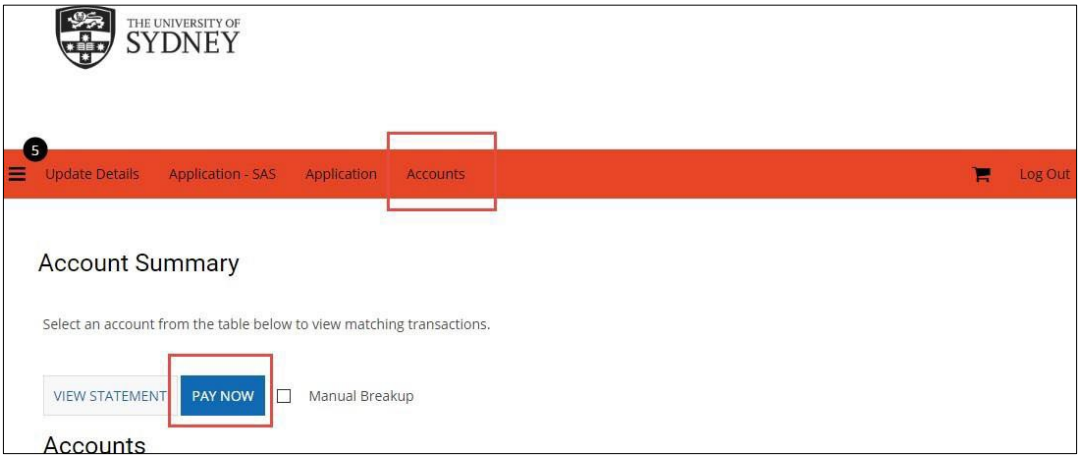
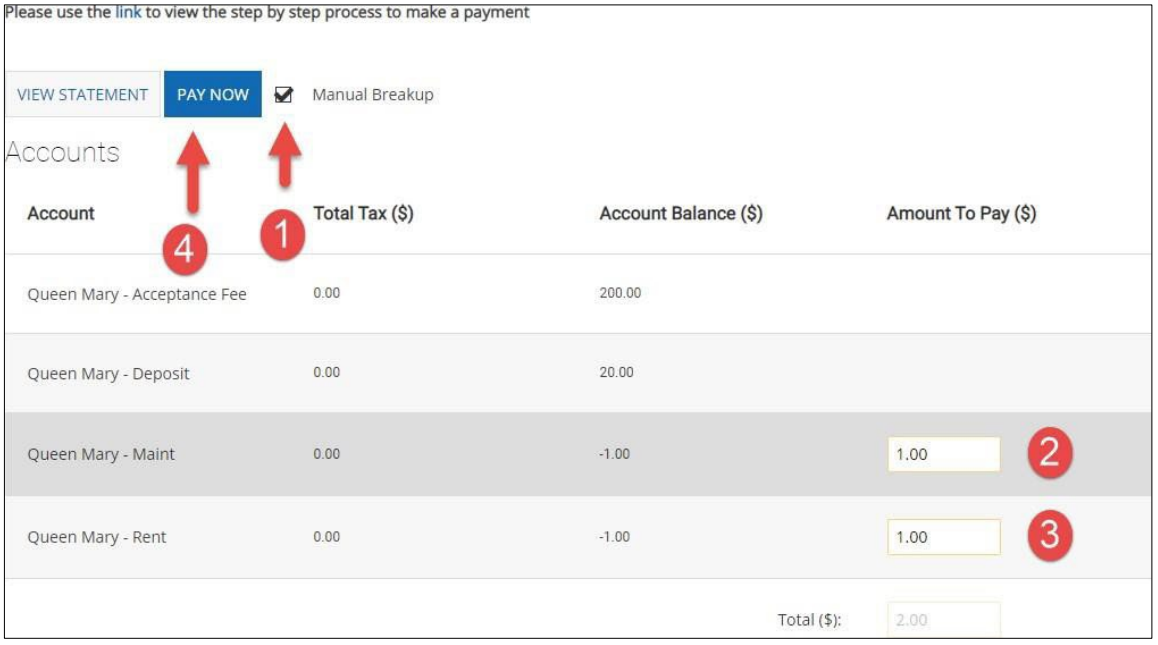
How to pay rent

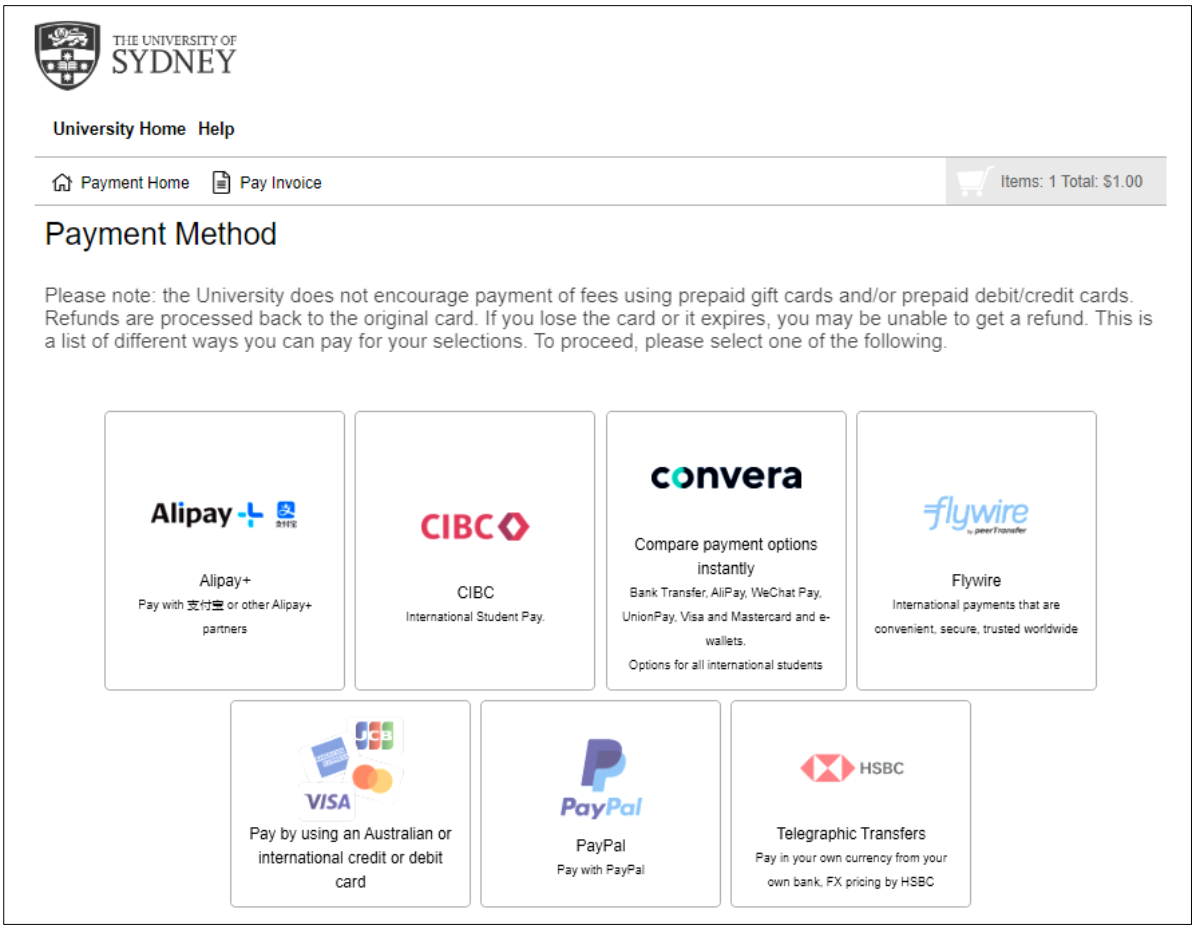
Step 1: Log on to your accommodation portal and click Accounts and Pay Now.



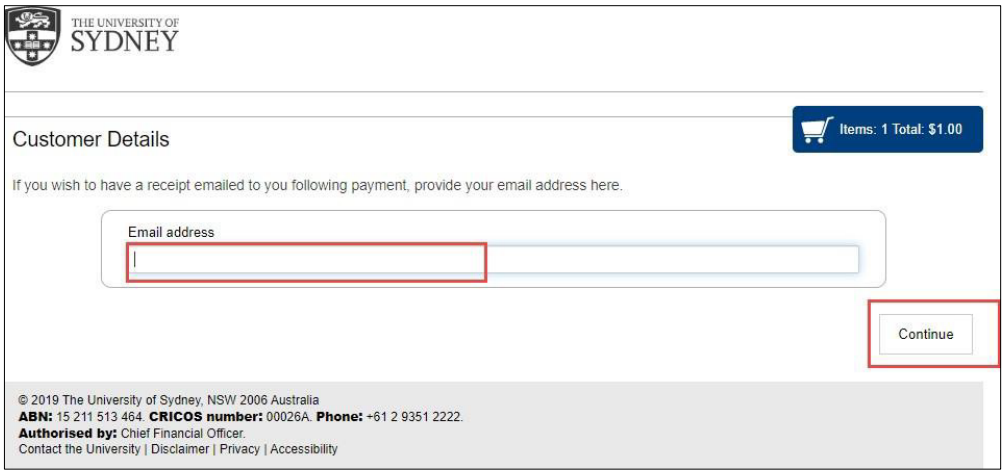
Step 2: This page will show you how much is due. First, you need to tick Manual Breakup. Second, type in the amount that is due. The ones with the negative (-) amount are the ones that you will need to pay. Finally, click Pay Now.



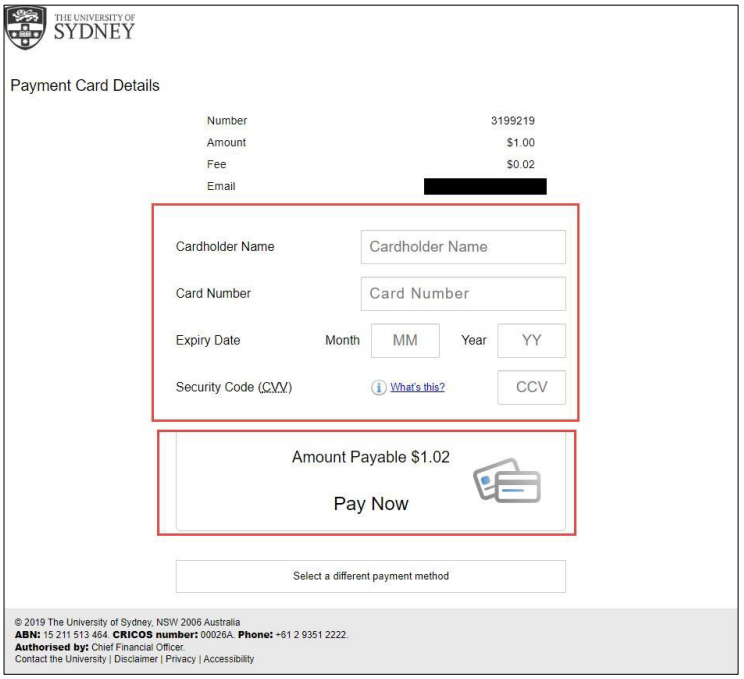
Step 3: You can pay using BPAY or any of the payment options below. Select your preferred payment method to proceed.



Step 4: If you have selected Visa or MasterCard, confirm your email address and then click on Continue.



Step 4a: Enter your card details and then click on Pay Now.



Step 4b: If you have entered a valid email address, an official receipt will also be emailed to you.

TAX INVOICE / RECEIPT

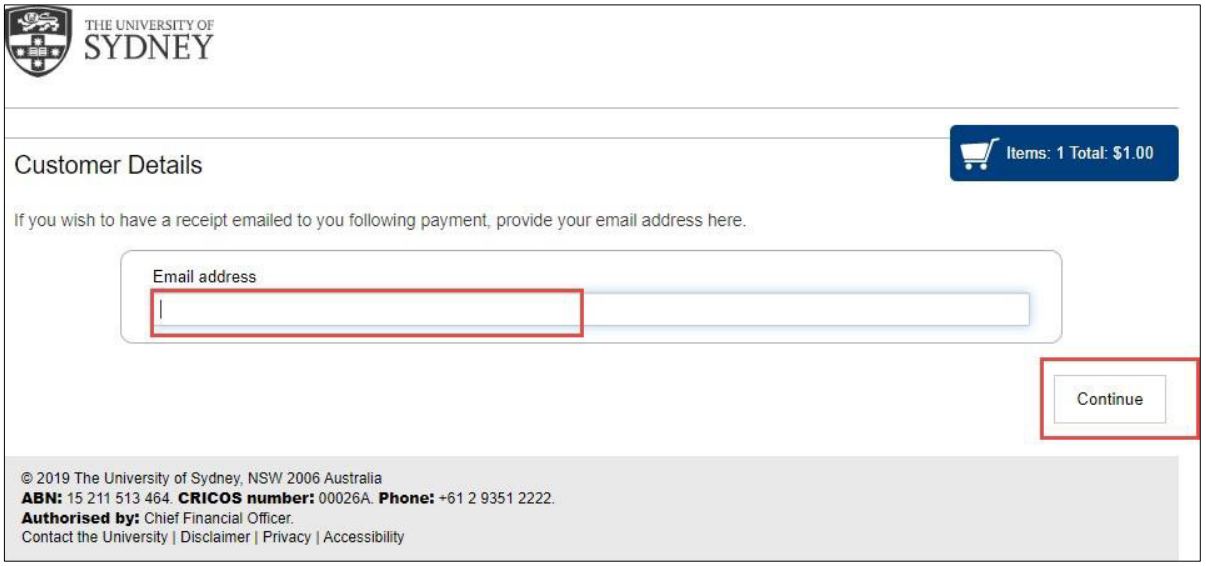
THE UNIVERSITY OF SYDNEY

SUMMARY

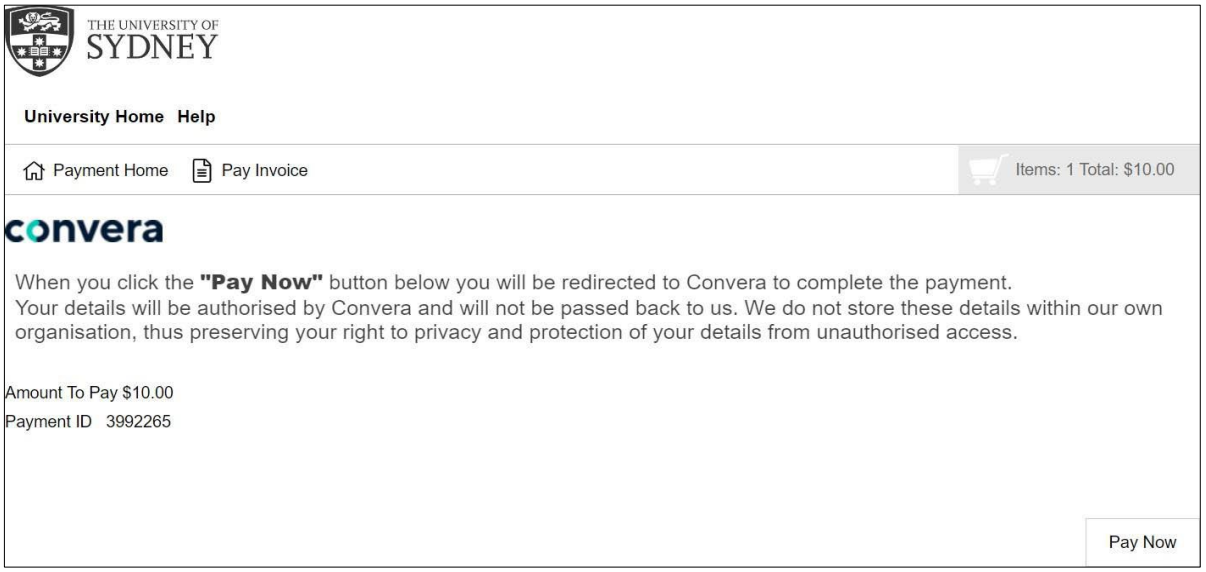
Payer:		The University of Sydney
Payment Date:	15/02/2017	NSW 2006
Total Value:	$2.02	Australia
Payment Processed:	$2.02	
Payment/Invoice No:	2655606	
Bank Auth:	NAB 462887	**ABN 15 211 513 464**
Ref Number:	0448646371	

DESCRIPTION	QUANTITY	UNIT AMOUNT	AMOUNT
S.A.S. Regular payments StarRez Reference: 114652_720_-1_181	1	$2.00	$2.00
Credit Card Surcharge	1	$0.02	$0.02
TOTAL			$2.02

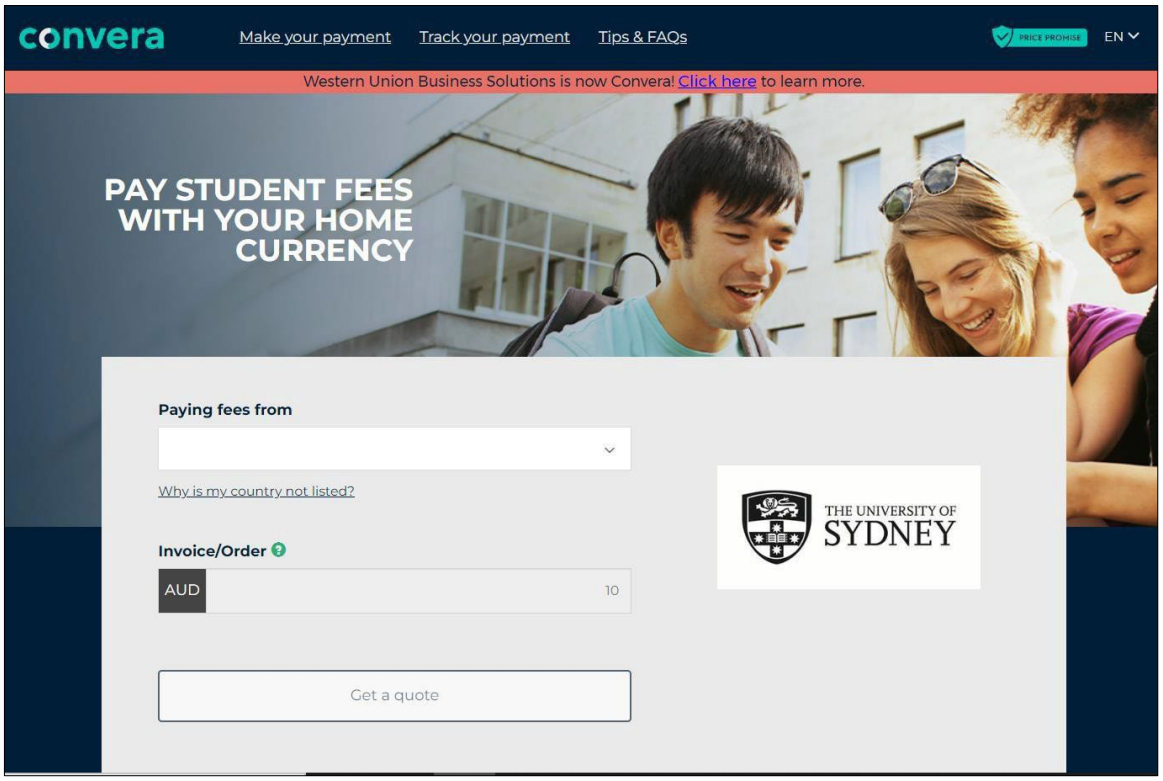
Step 5: If you have selected Convera, confirm your email address and then click on Continue.



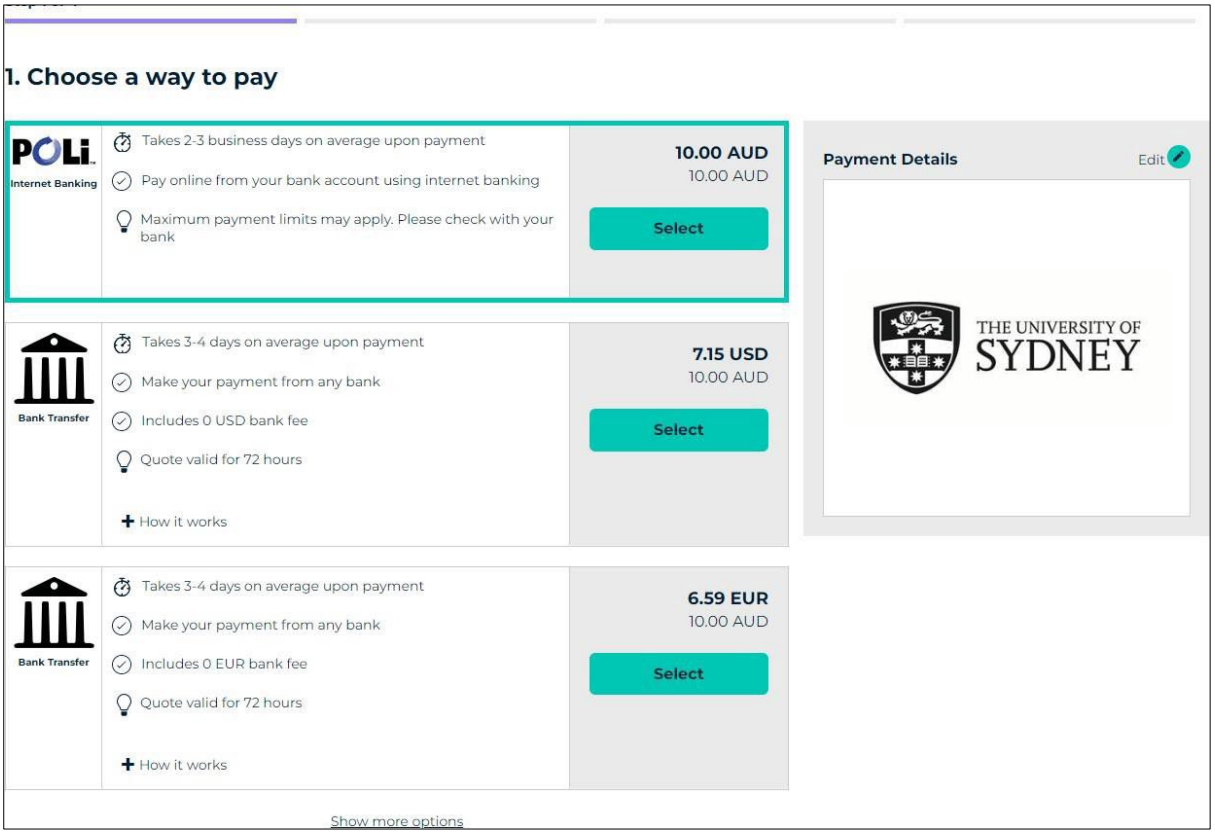
Step 5a: Click on Pay Now to confirm that you wish to pay with Convera.



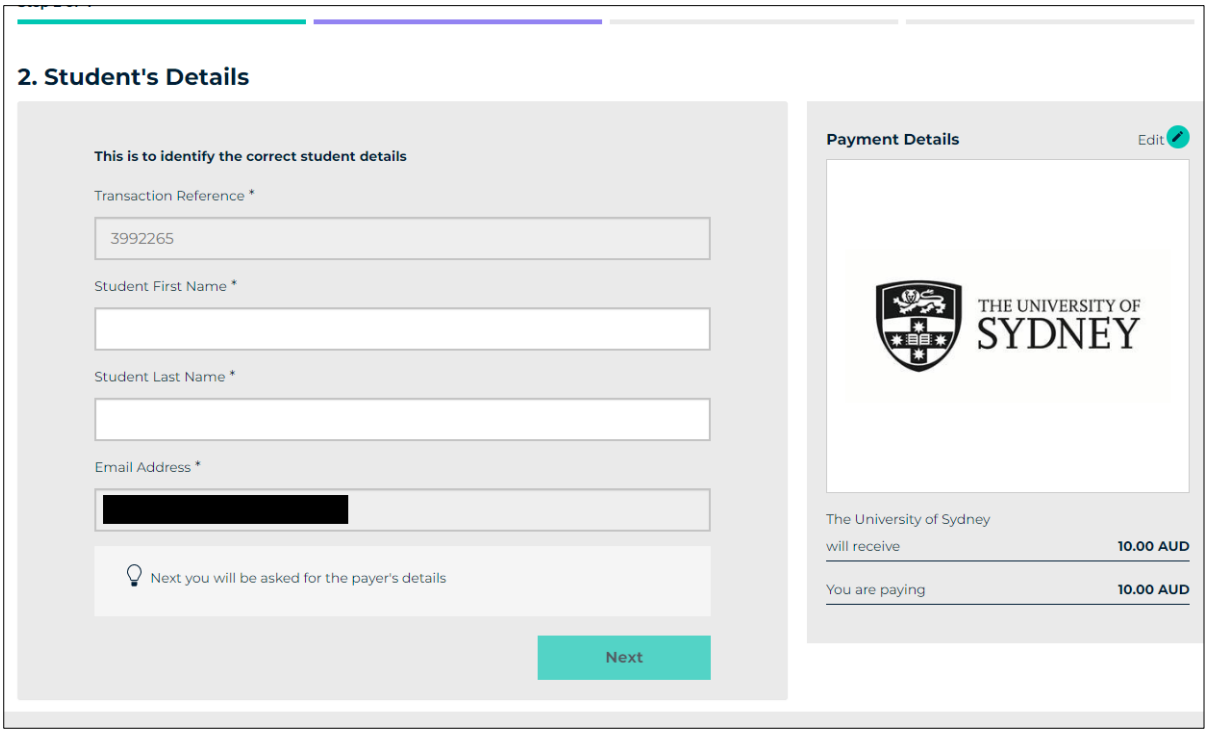
Step 5b: Select the country of your originating funds from the Country drop down menu. Then, click Get a Quote.



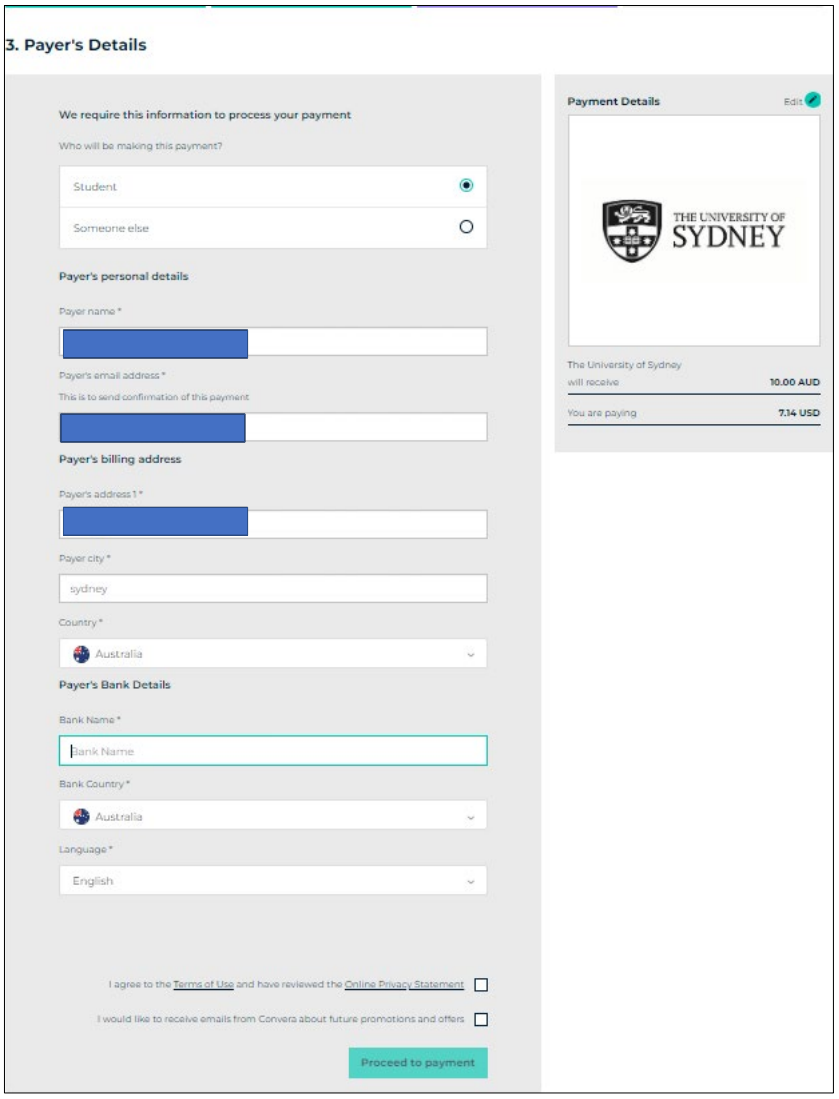
Step 5c: Select your chosen method to pay.



Step 5d: A unique Transaction Reference number will be created. Fill in your details and click Next.

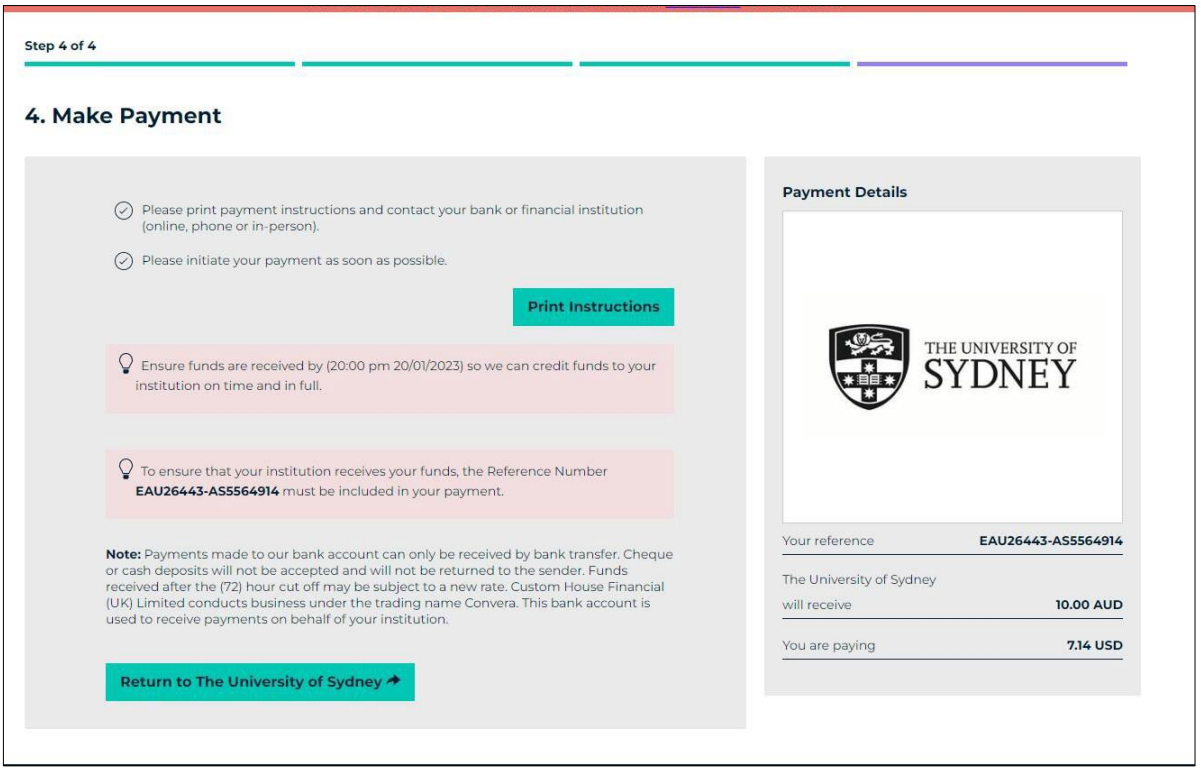


Step 5e: Fill in the payer's details then click Proceed to Payment.

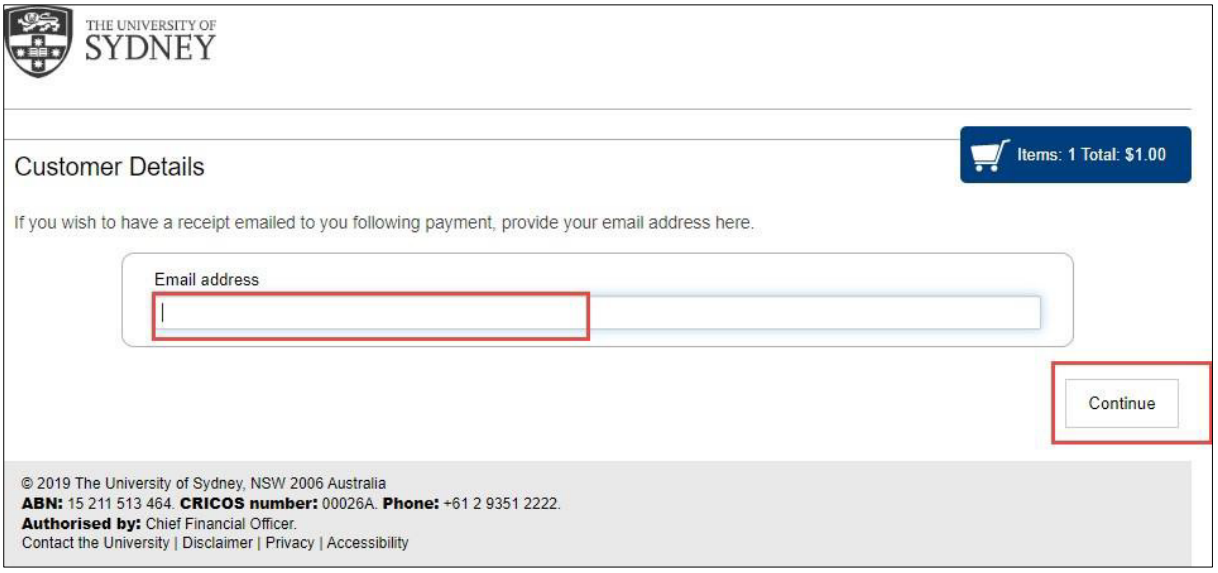


Step 5f: Print the payment instructions and then contact your bank or financial institution to initiate the bank transfer. Once the bank transfer is completed, please allow at least 7 business days for your funds to be reflected in the student accommodation portal.

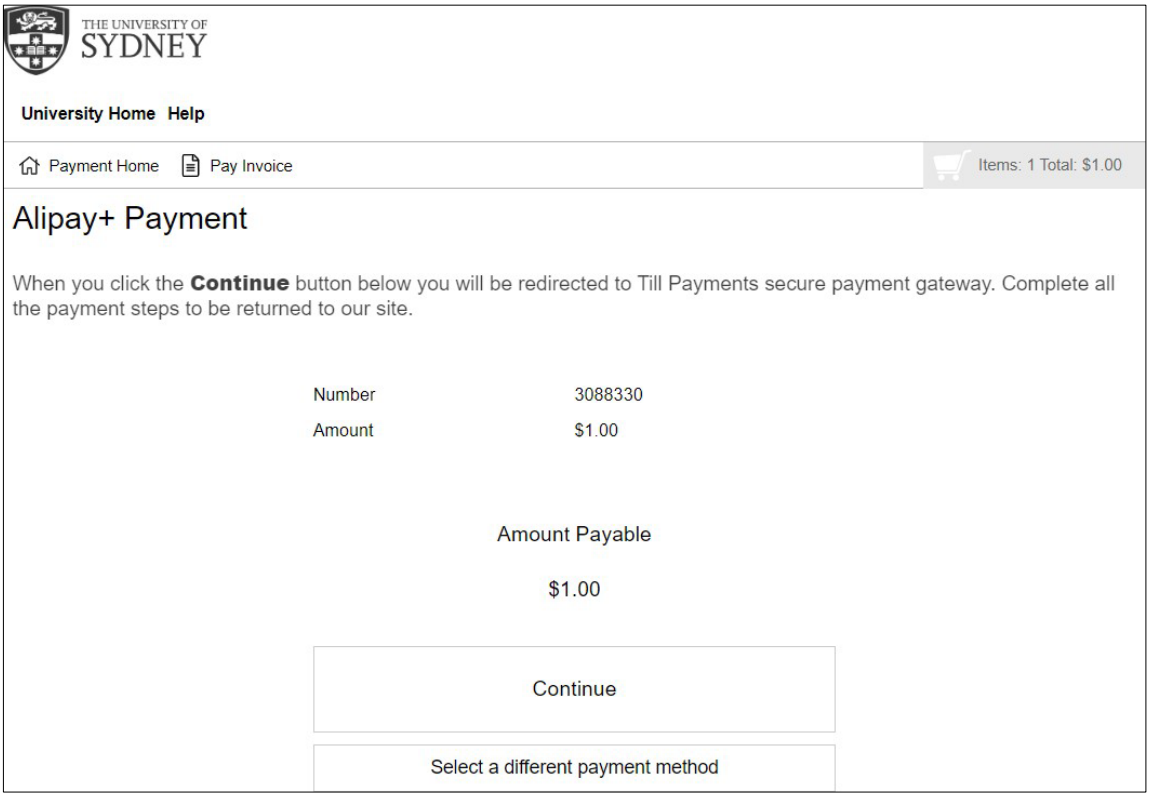
Note that the reference number is valid for one-time use only. If you wish to perform another bank transfer in the future, please recommence the process to request for another reference number.



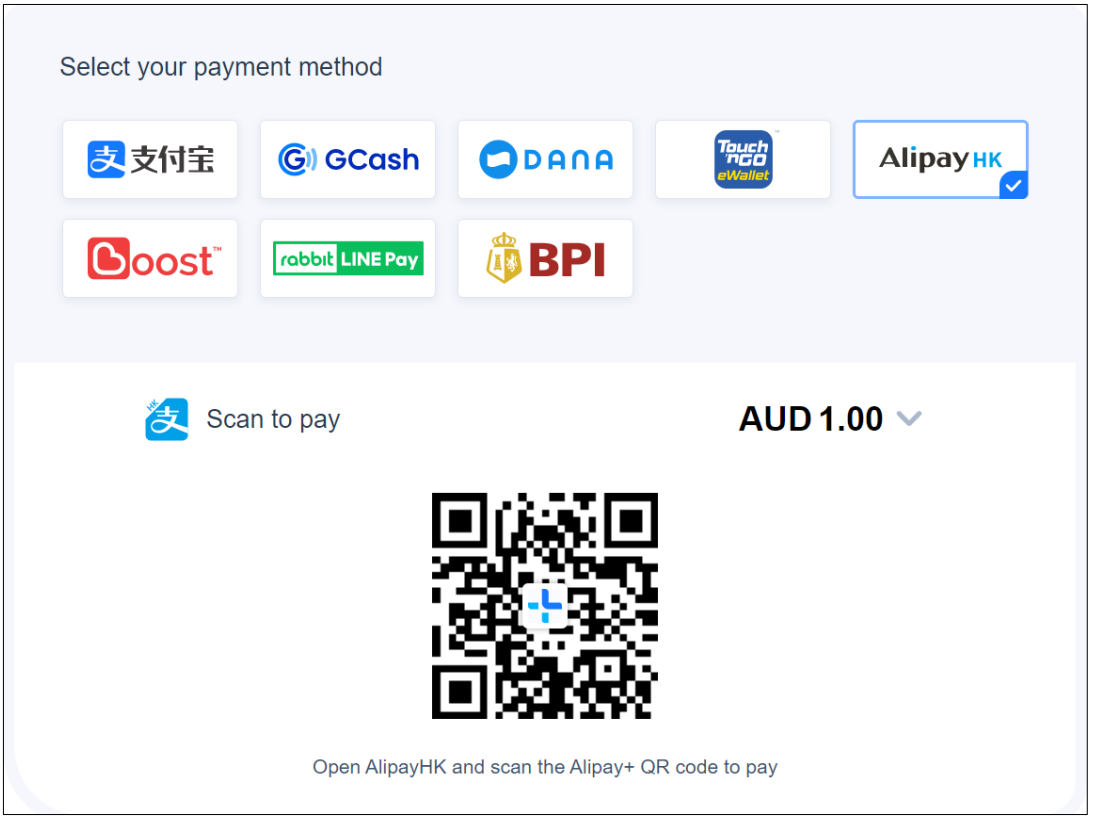
Step 6: If you have selected AliPay, confirm your email address and then click on Continue.



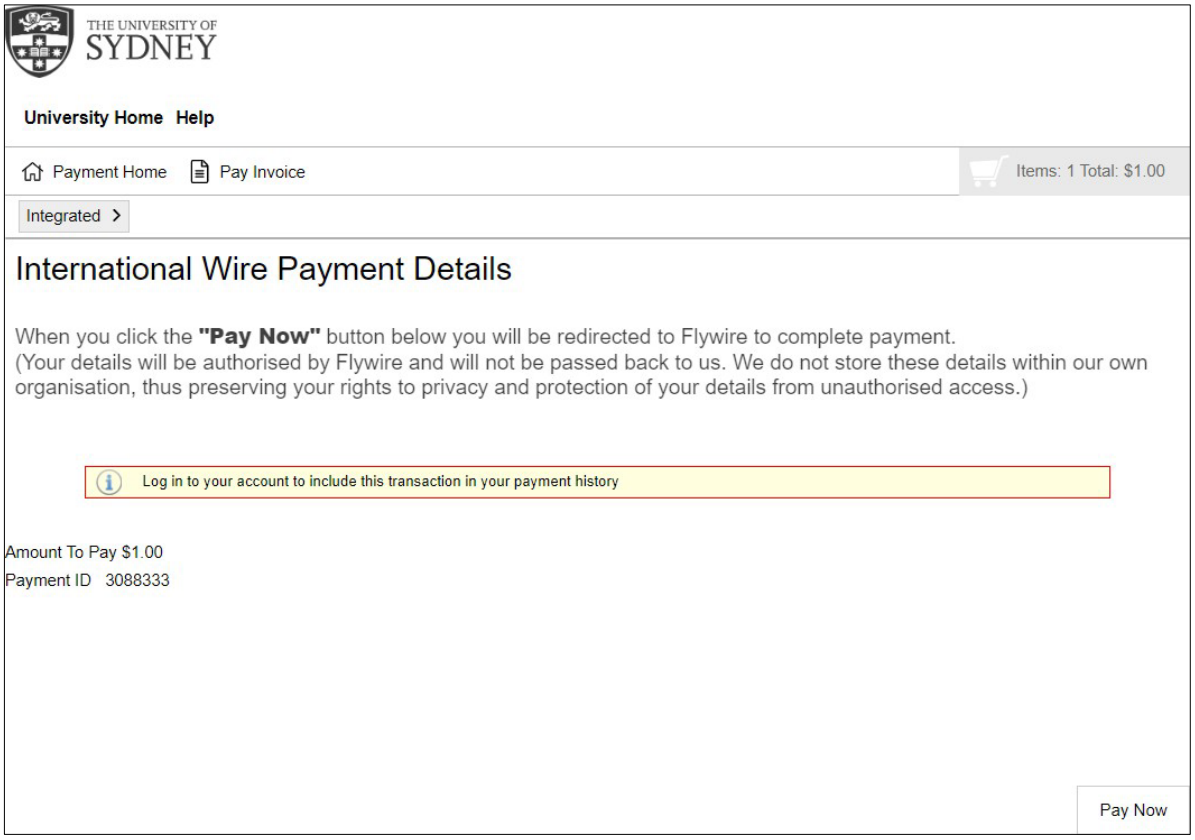
Step 6a: Click on Continue.



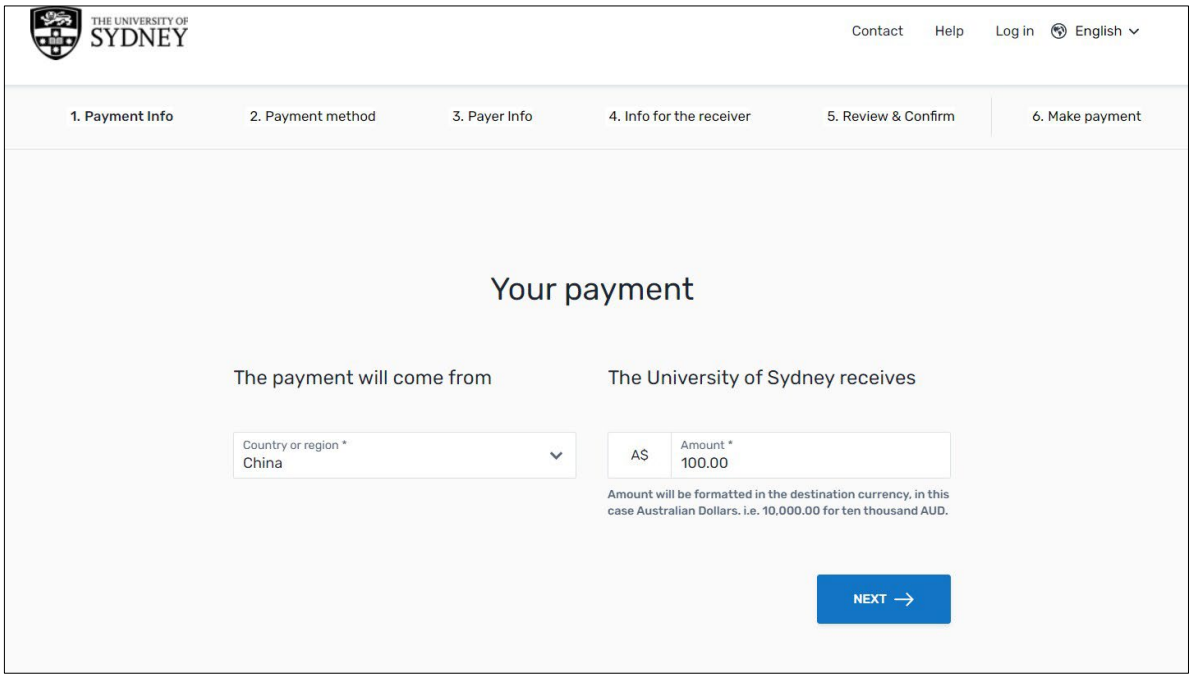
Step 6b: Select your payment method and scan the QR code to make the payment.



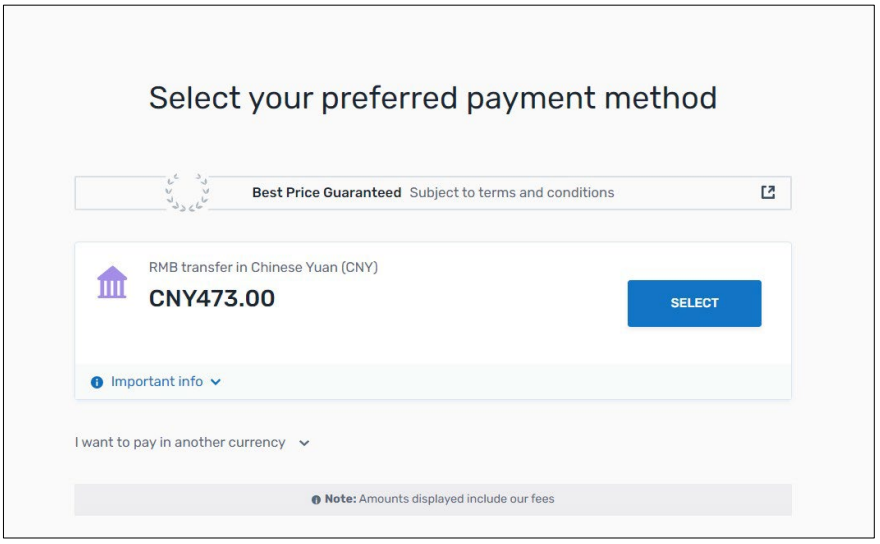
Step 7: If you have selected Flywire, click on Pay Now.



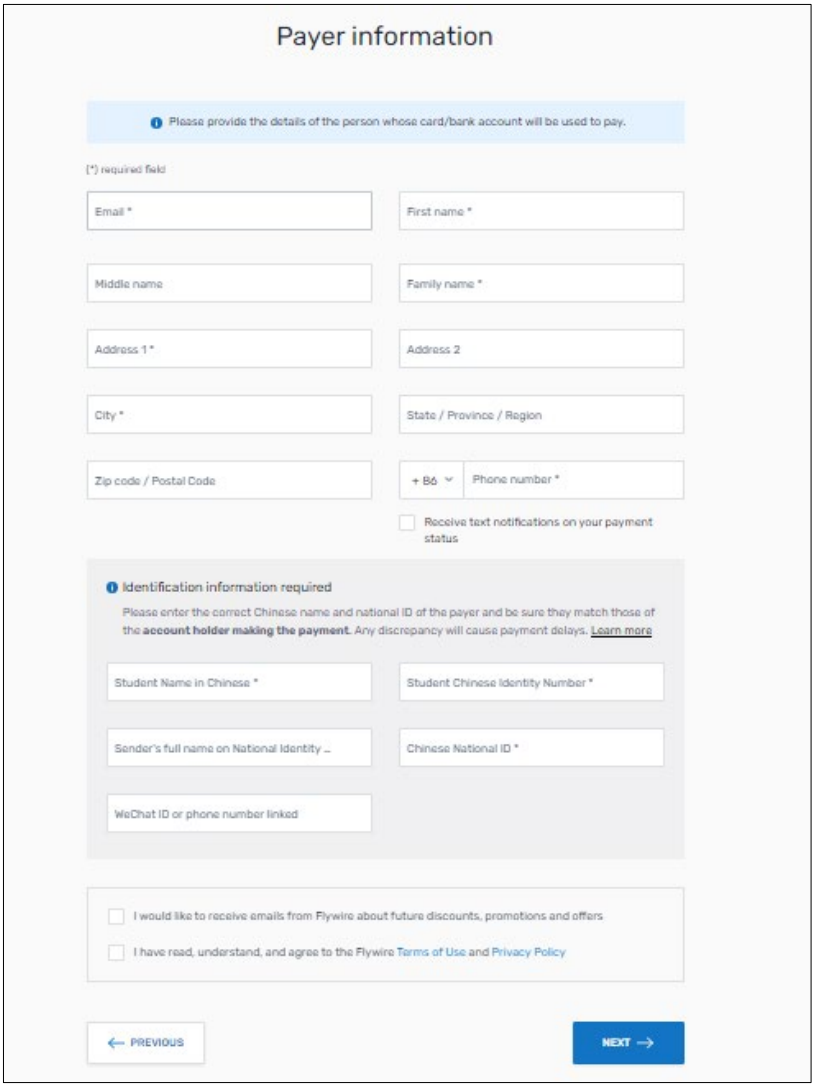
Step 7a: Choose the Country or region where the payment will come from and the amount in AUD you are sending. Amount must be greater than $100.00 Click Next.



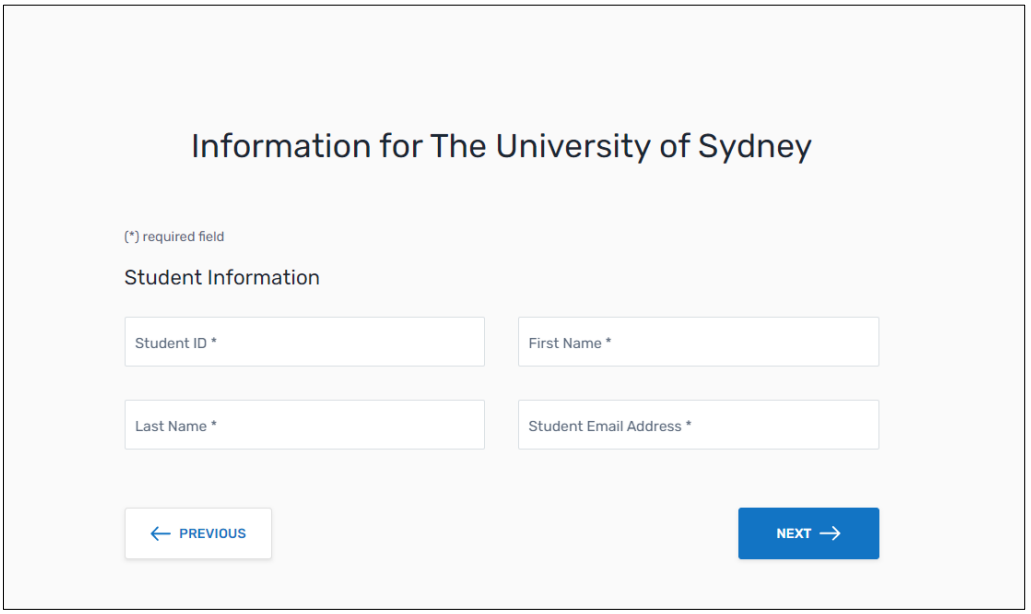
Step 7b: Select your preferred payment method.



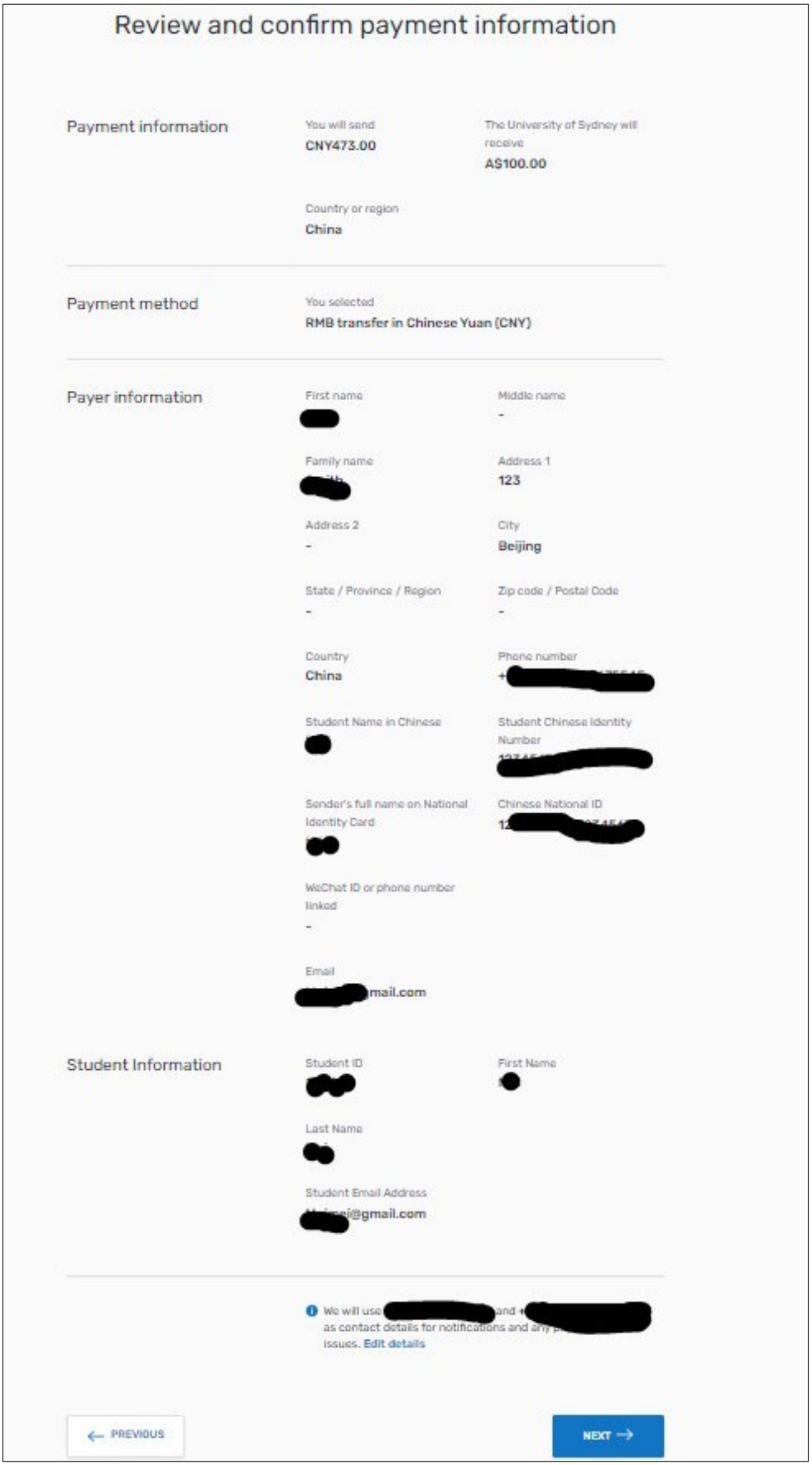
Step7c: Add the payer information and click Next.



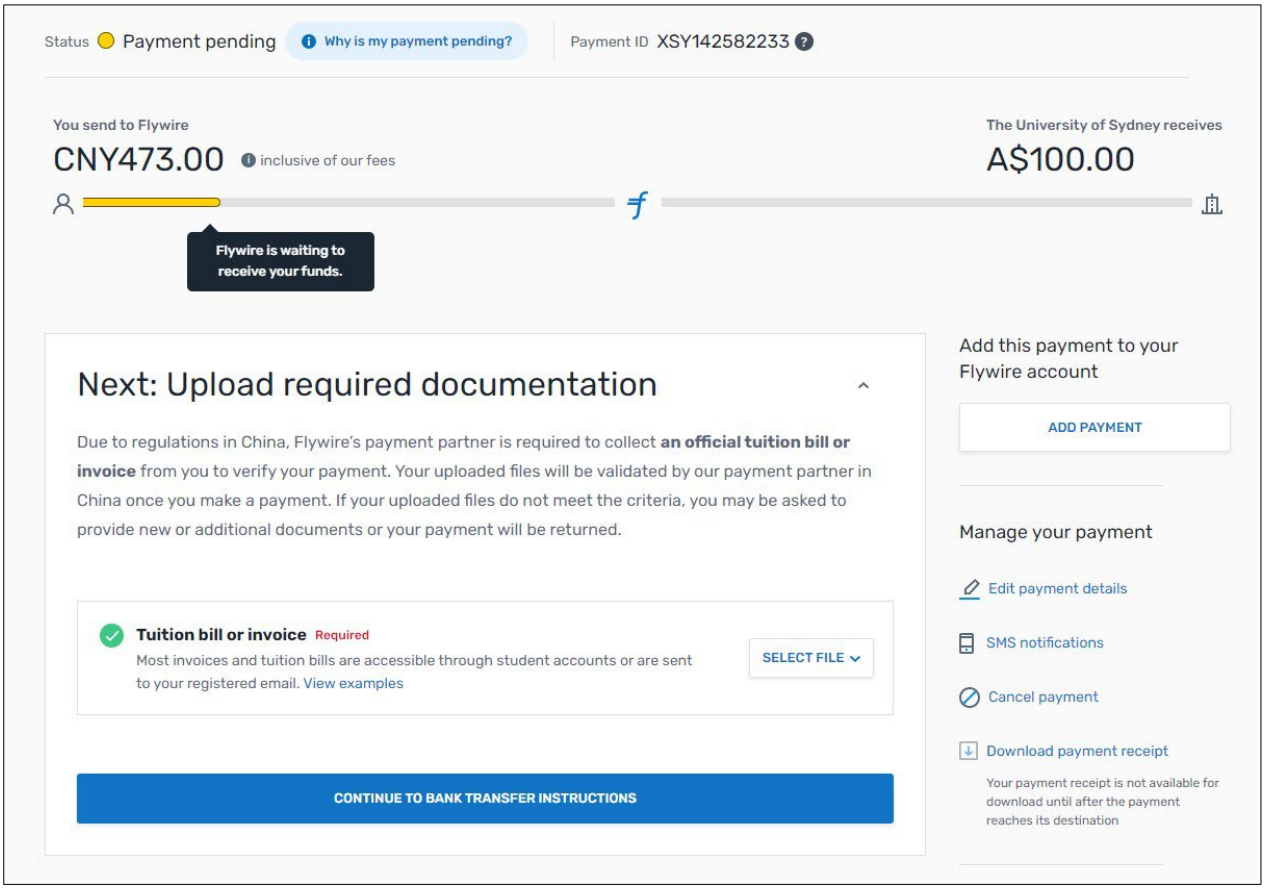
Step 7d: Add the student's information.



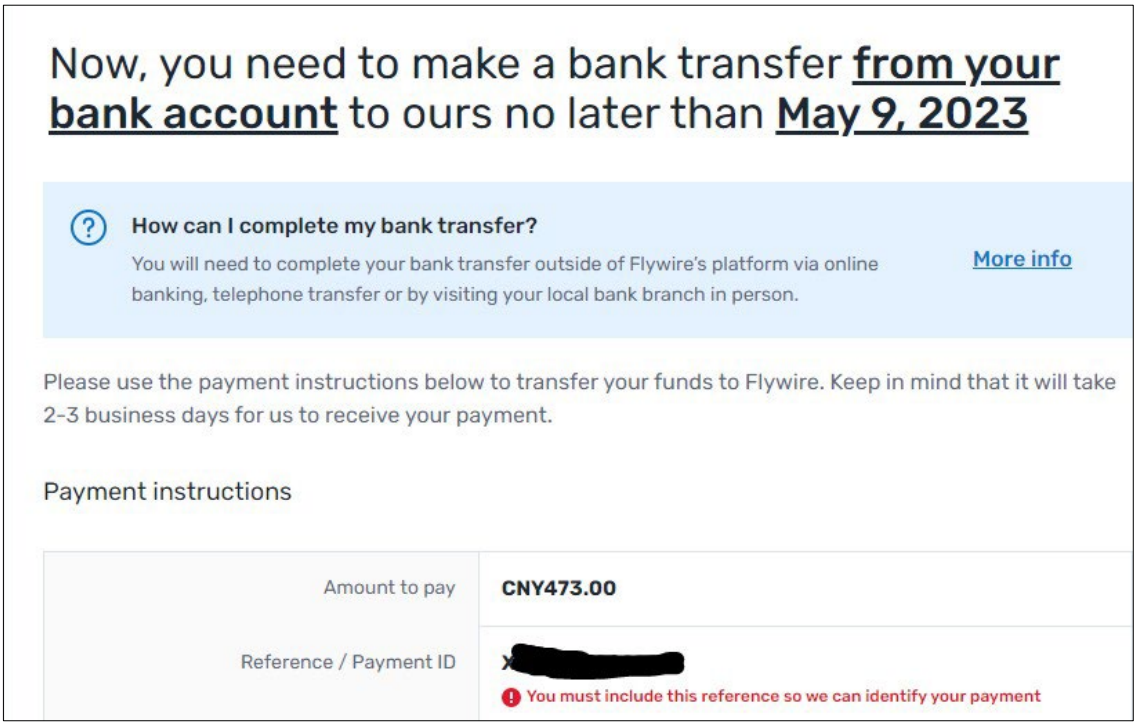
Step 7e: Review and confirm payment information and click Next.



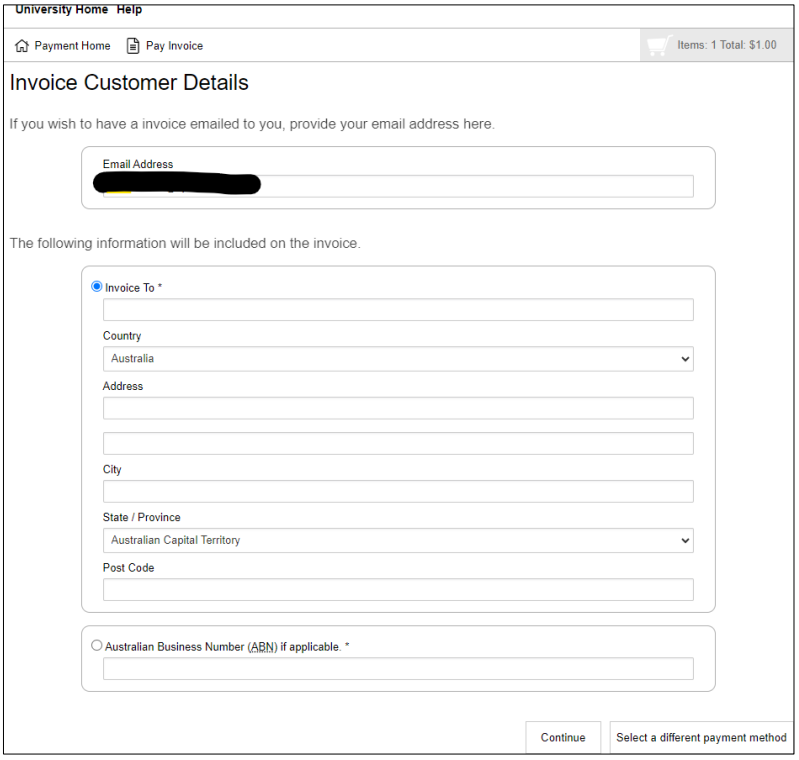
Step 7f: Upload your invoice. (Note: This step may not be applicable to all payments. It will depend on the country you will be making the payment from)



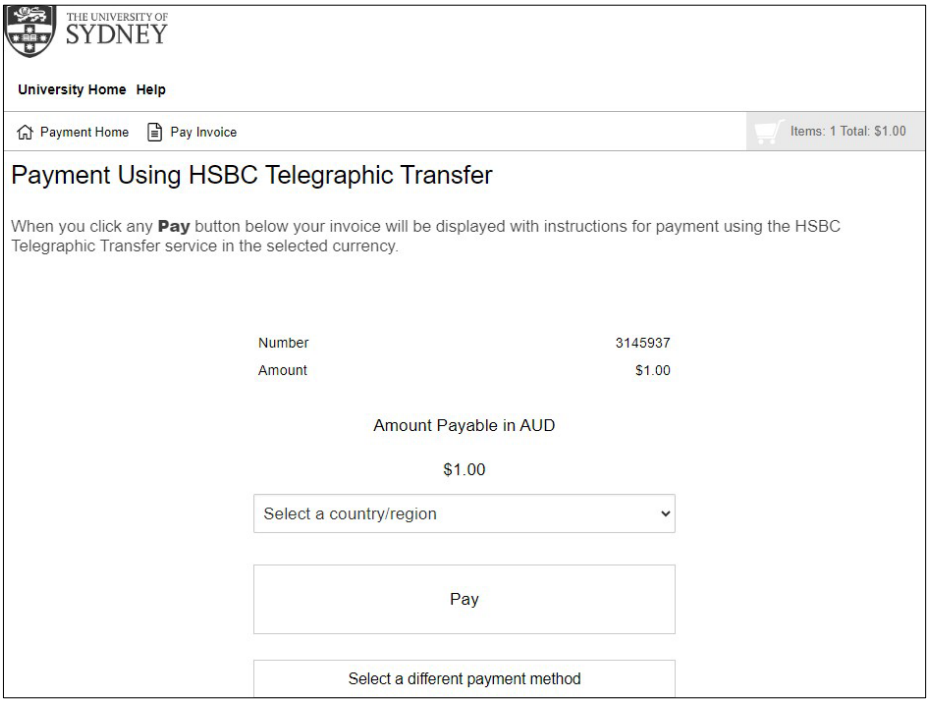
Step 7g: Follow the payment instructions and make the payment before the deadline.



Step 8: If you have selected HSBC Telegraphic Transfer, fill in the Invoice Customer Details form and click on Continue.

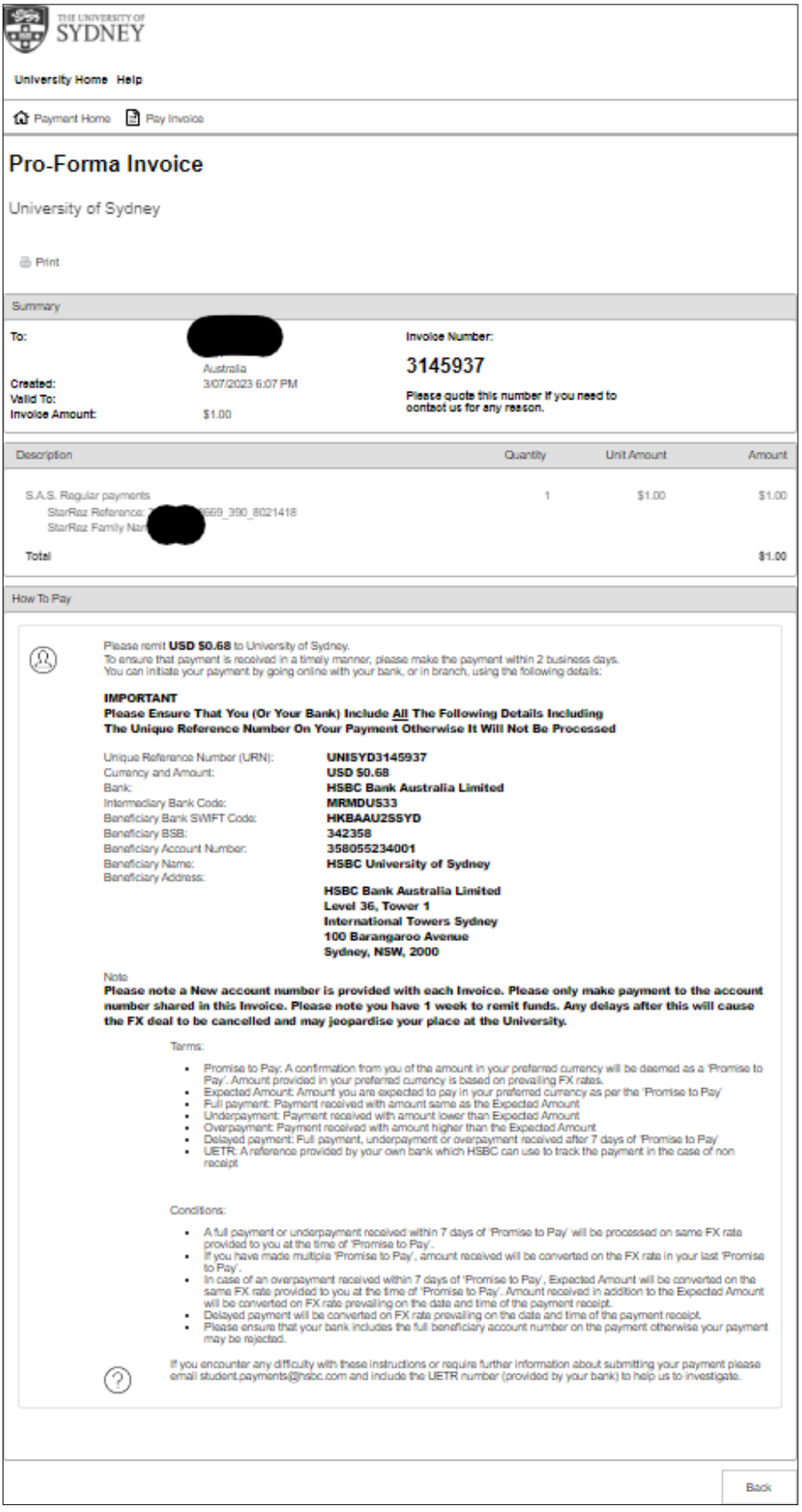


Step 8a: Choose the country you are making the payment from and click on Pay.



THE UNIVERSITY OF SYDNEY

Step 8b: Make the payment through your bank using the details in the Pro-Forma Invoice.



THE UNIVERSITY OF SYDNEY

University Home Help

Payment Home | Pay Invoice

Pro-Forma Invoice

University of Sydney

Print

Summary

To:	[redacted] Australia	**Invoice Number:**	**3145937**
Created:	3/07/2023 6:07 PM		
Valid To:		**Please quote this number if you need to contact us for any reason.**	
Invoice Amount:	$1.00		

Description	Quantity	Unit Amount	Amount
S.A.S. Regular payments StarRez Reference: [redacted]669_390_8021418 StarRez Family Nam[redacted]	1	$1.00	$1.00
Total			**$1.00**

How To Pay

Please remit **USD $0.68** to University of Sydney.
To ensure that payment is received in a timely manner, please make the payment within 2 business days.
You can initiate your payment by going online with your bank, or in branch, using the following details:

IMPORTANT
Please Ensure That You (Or Your Bank) Include All The Following Details Including The Unique Reference Number On Your Payment Otherwise It Will Not Be Processed

Unique Reference Number (URN):	**UNISYD3145937**
Currency and Amount:	**USD $0.68**
Bank:	**HSBC Bank Australia Limited**
Intermediary Bank Code:	**MRMDUS33**
Beneficiary Bank SWIFT Code:	**HKBAAU2SSYD**
Beneficiary BSB:	**342358**
Beneficiary Account Number:	**358055234001**
Beneficiary Name:	**HSBC University of Sydney**
Beneficiary Address:	**HSBC Bank Australia Limited** **Level 36, Tower 1** **International Towers Sydney** **100 Barangaroo Avenue** **Sydney, NSW, 2000**

Note
Please note a New account number is provided with each Invoice. Please only make payment to the account number shared in this Invoice. Please note you have 1 week to remit funds. Any delays after this will cause the FX deal to be cancelled and may jeopardise your place at the University.

Terms:

- Promise to Pay: A confirmation from you of the amount in your preferred currency will be deemed as a 'Promise to Pay'. Amount provided in your preferred currency is based on prevailing FX rates.
- Expected Amount: Amount you are expected to pay in your preferred currency as per the 'Promise to Pay'
- Full payment: Payment received with amount same as the Expected Amount
- Underpayment: Payment received with amount lower than Expected Amount
- Overpayment: Payment received with amount higher than the Expected Amount
- Delayed payment: Full payment, underpayment or overpayment received after 7 days of 'Promise to Pay'
- UETR: A reference provided by your own bank which HSBC can use to track the payment in the case of non receipt

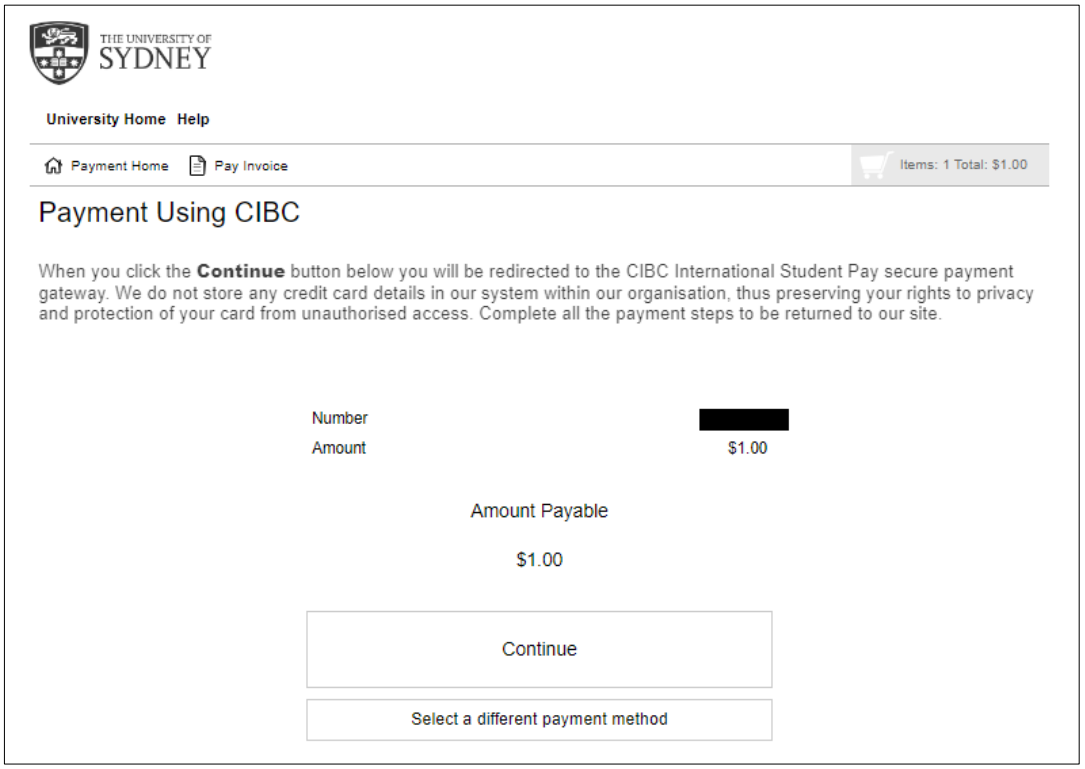
Conditions:

- A full payment or underpayment received within 7 days of 'Promise to Pay' will be processed on same FX rate provided to you at the time of 'Promise to Pay'.
- If you have made multiple 'Promise to Pay', amount received will be converted on the FX rate in your last 'Promise to Pay'.
- In case of an overpayment received within 7 days of 'Promise to Pay', Expected Amount will be converted on the same FX rate provided to you at the time of 'Promise to Pay'. Amount received in addition to the Expected Amount will be converted on FX rate prevailing on the date and time of the payment receipt.
- Delayed payment will be converted on FX rate prevailing on the date and time of the payment receipt.
- Please ensure that your bank includes the full beneficiary account number on the payment otherwise your payment may be rejected.

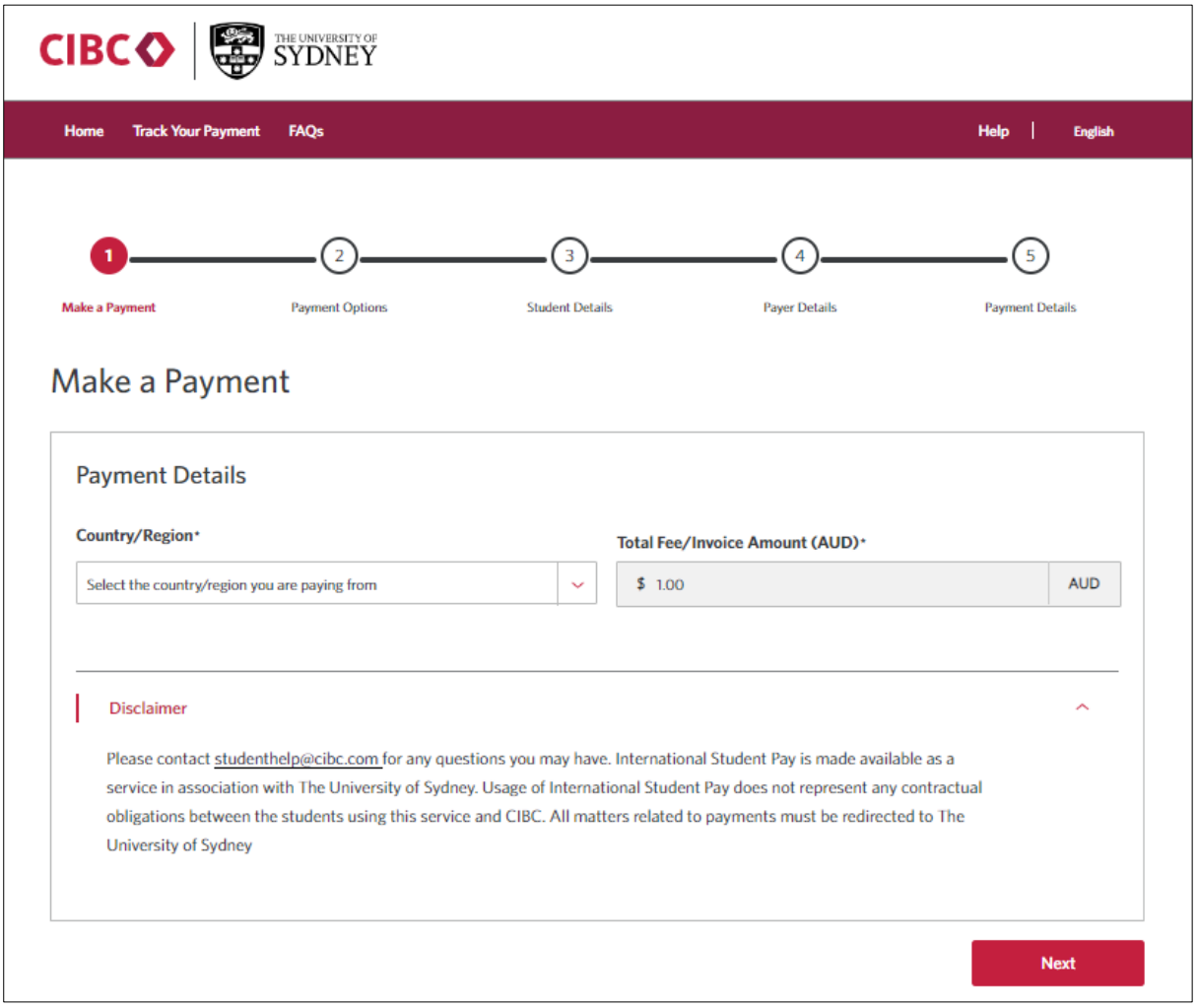
If you encounter any difficulty with these instructions or require further information about submitting your payment please email student.payments@hsbc.com and include the UETR number (provided by your bank) to help us to investigate.

Back

Step 9: If you have selected CIBC International Student Pay, click on Continue.

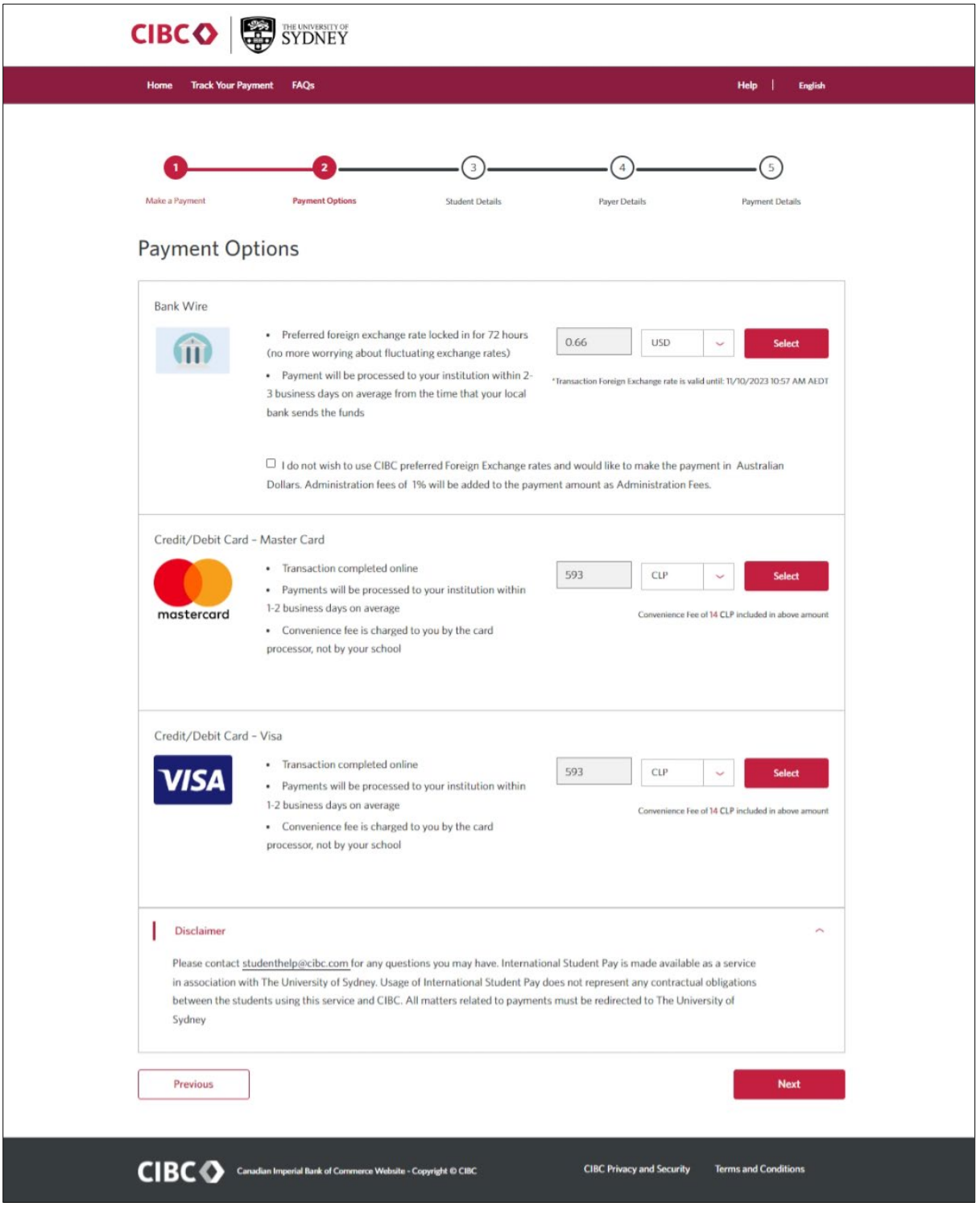


Step 9a: Select the country/region you are paying from and click Next.

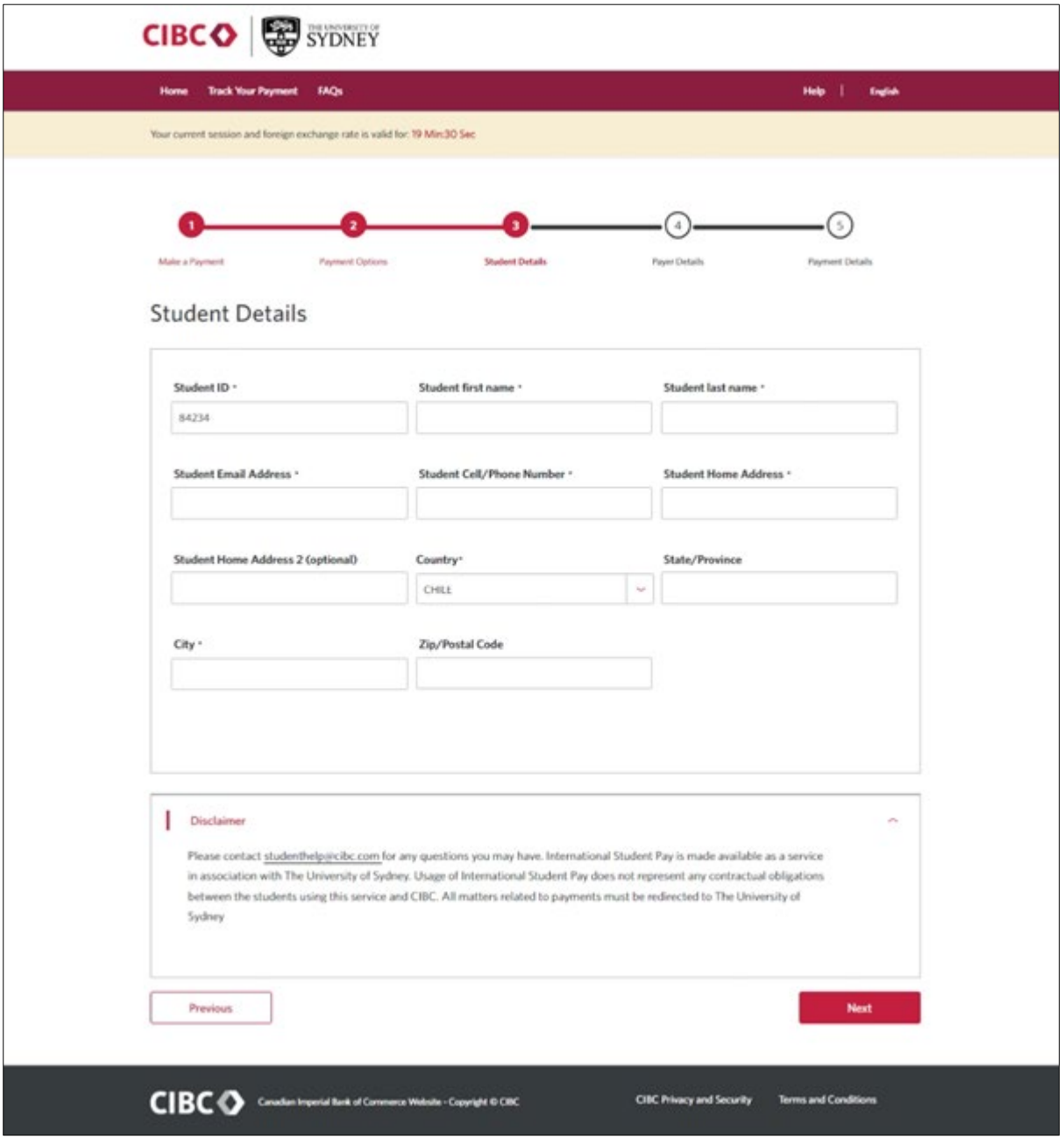


Step 9b: Select Bank Wire to lock in the foreign exchange rate for up to 72 hours and pay via bank transfer. Click Next.

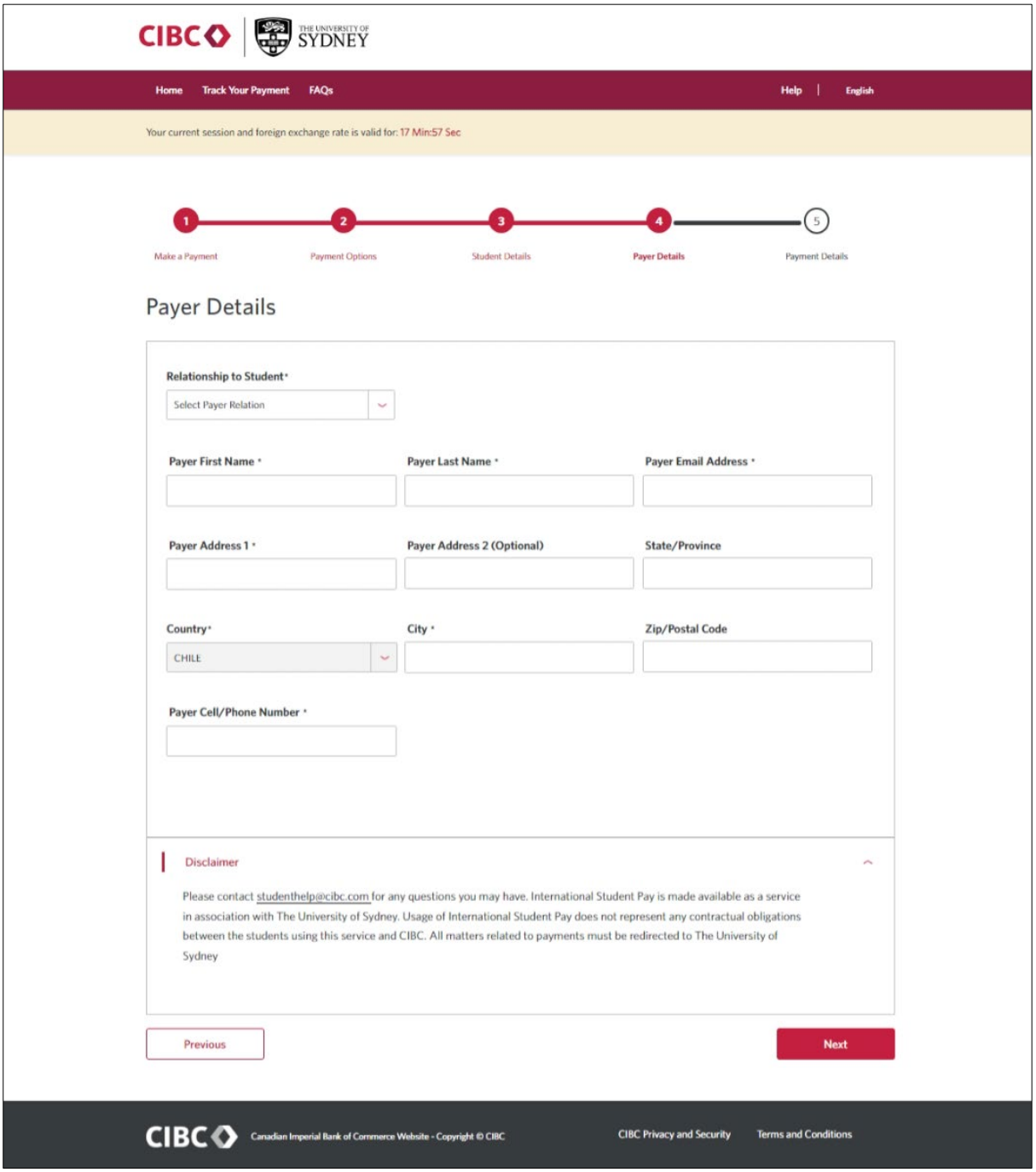
(Alternatively, you can also pay by Visa or Mastercard. Please note that transaction fees may apply.)



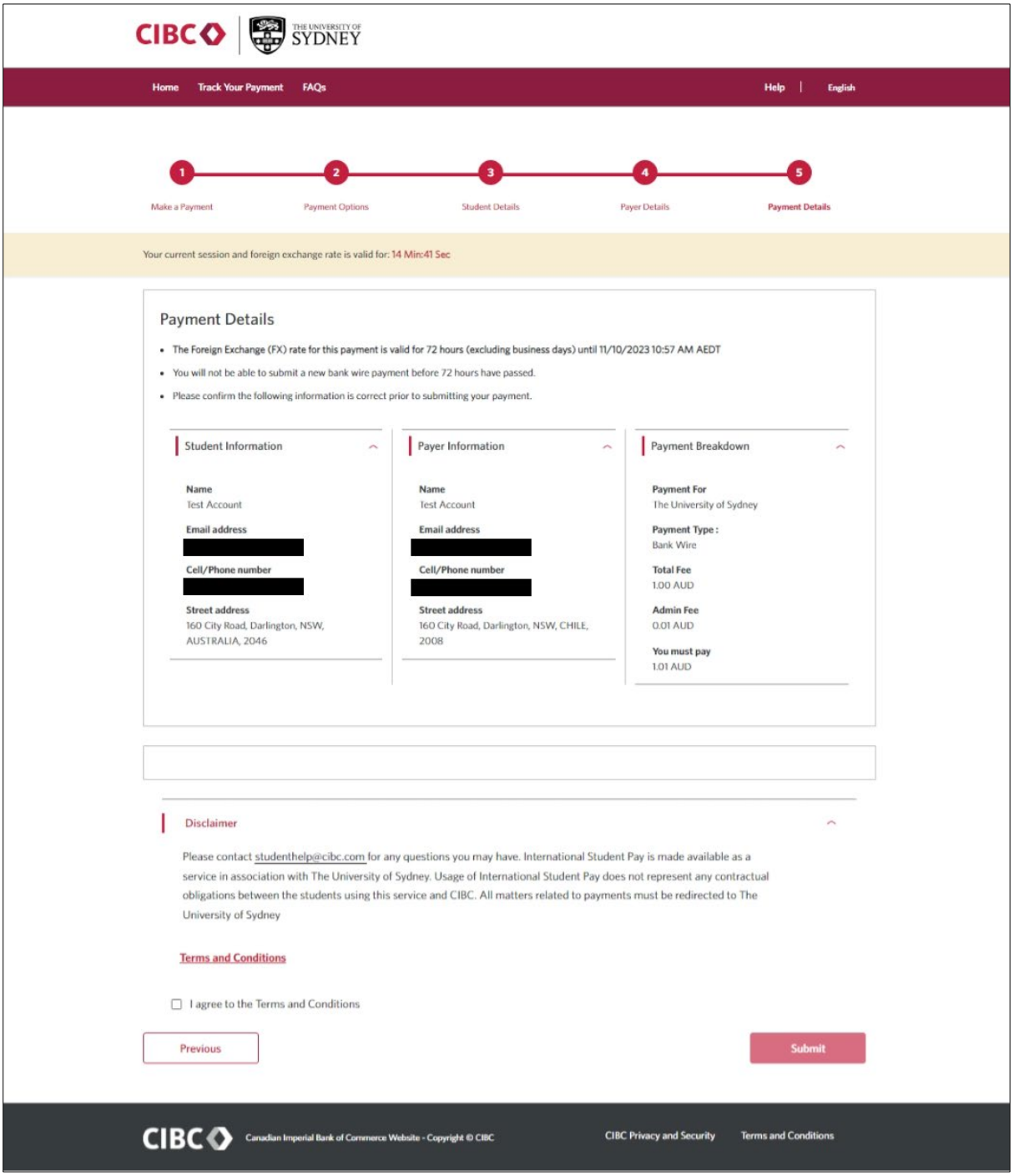
Step 9c: Fill in your details and click Next.



Step 9c: Fill in the Payer details and click Next.

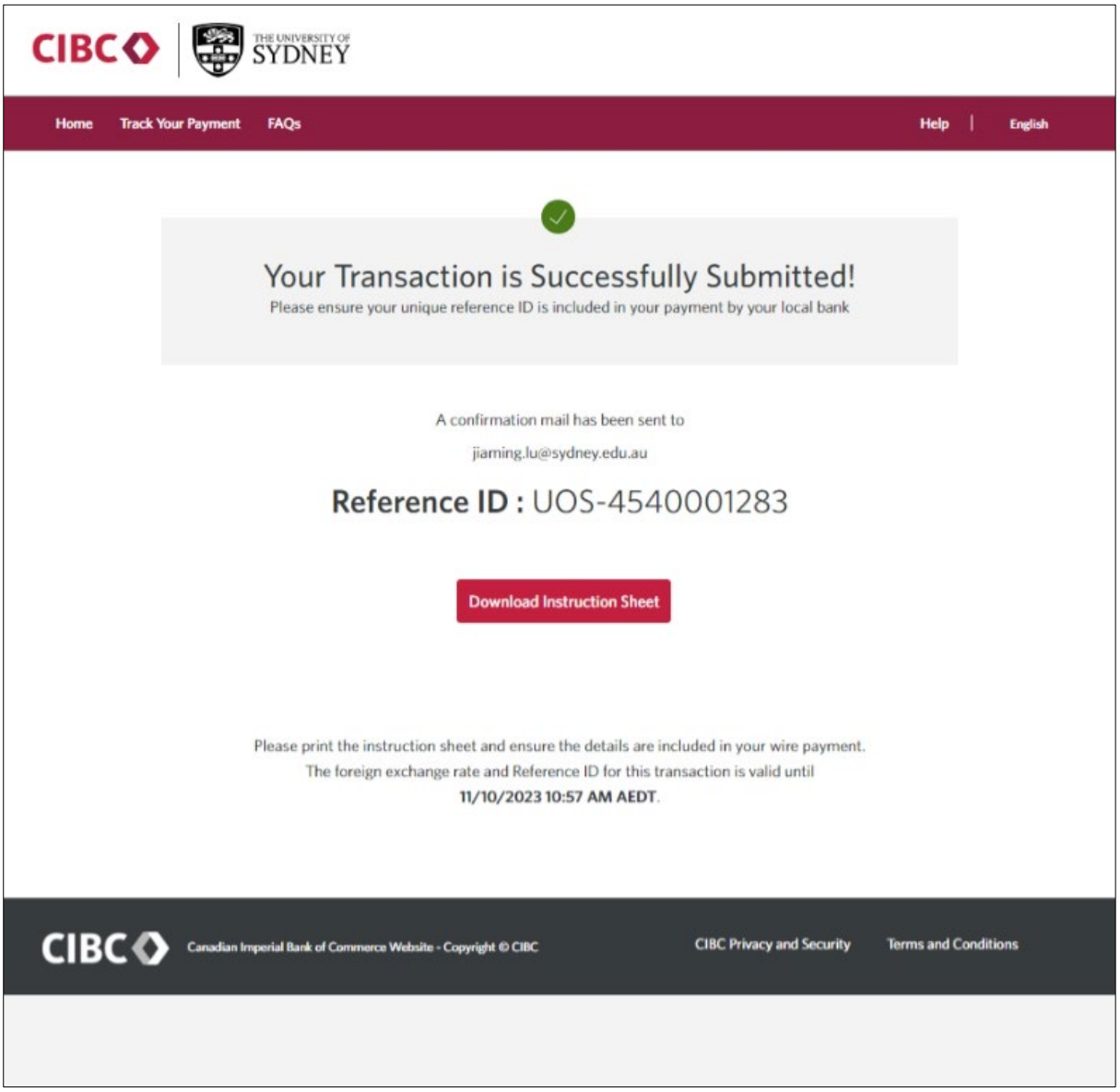


Step 9d: Review the Payment Details and Terms and Conditions. If no issues, tick the check box and click Submit.

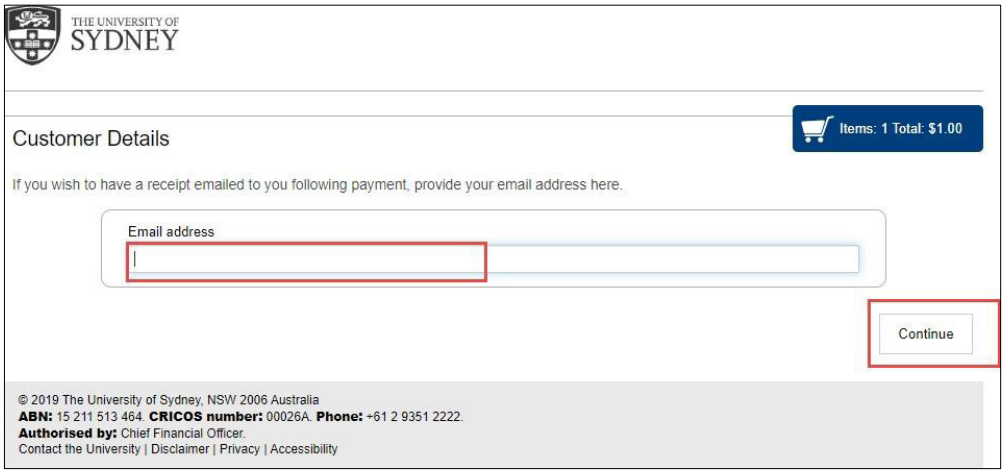


Step 9e: Your foreign exchange rate has been locked in. You can will now need to download the Instruction Sheet and take it to your local bank or complete online to make payment. You will also receive an email with the same instruction sheet for your reference.

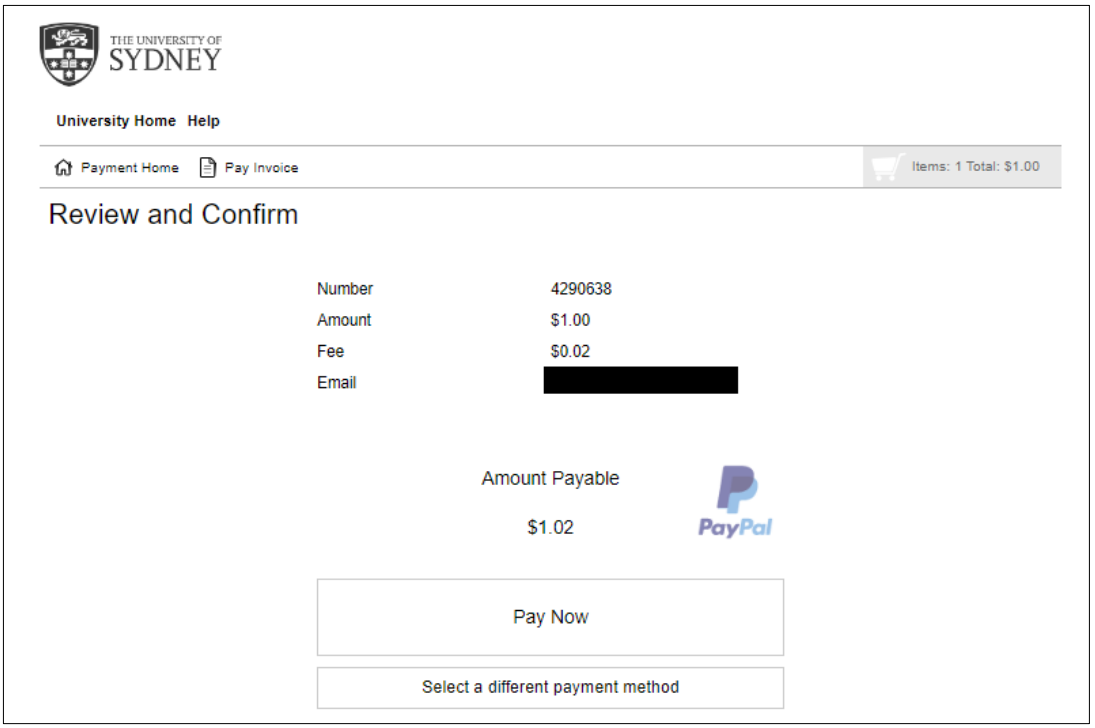
Note that you have 72 hours from the time you receive the payment instructions to pay your fees at the agreed exchange rate. Any payment made after the 72 hour deadline may be returned as the quote expires after the 72 hour window.



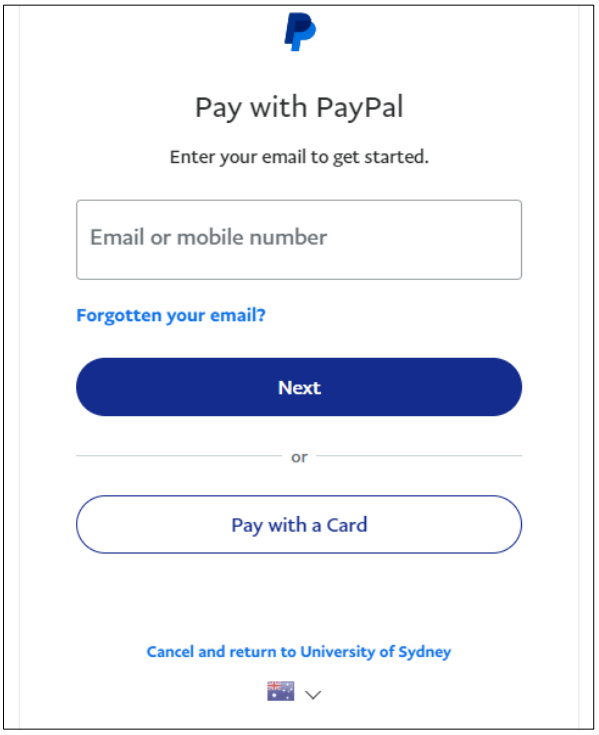
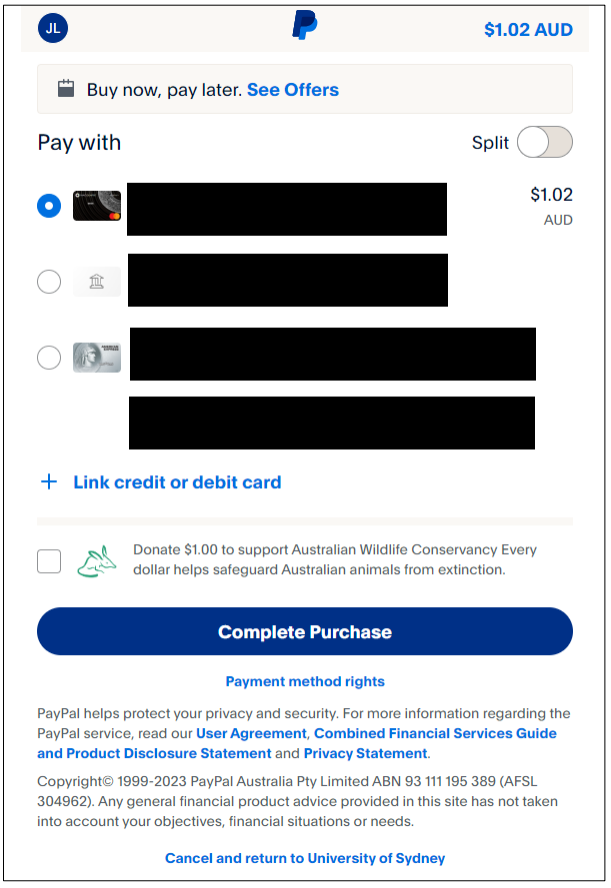
Step 10: If you have selected Paypal confirm your email address and then click on Continue.



Step 10a: Review the payment details and click on Pay Now.



Step 10b: You will be redirected to PayPal. Login to your PayPal account to continue.



Step 10c: Select the account you want to pay with and click Complete Purchase to make payment.