PAYMENT FOR EXAM SUPERVISION SERVICES

The University of South Australia pays for examination supervision:

- The University of South Australia is responsible for the payment of examination supervision services. Students do not bear this cost.
- For private Invigilators, the University of South Australia pays AUD $40.00 per hour/per exam session (or the equivalent of AUD $40.00 for overseas Invigilators).
- To assist the University with prompt payment, your invoice should specify date and exam period, services provided, location (town, suburb or city) of the examination venue and student numbers.

How to invoice the University of South Australia:

1 Are you an invigilator or Examination Centre based in Australia?
   
   Yes  Go to  2
   No  Go to  5

2 Are you an Employee of the University of South Australia?

   Yes  Your payment will need to be made through the payroll system. Please provide us with information on
   - the amount you wish to be paid,
   - the dates and hours worked and
   - your UniSA employee number.
   This can be provided in an e-mail to unitservices@unisa.edu.au.
   
   No  Go to  3

3 Do you have an Australian Business Number (ABN)?

   Yes  Go to  4
   No  
   - Use Template 2 and provide a Statement By Supplier form.
   - You are not entitled to charge GST on this invoice and the invoice will not be paid unless a Statement by Supplier form is provided.
   - Advice on filling out the form should be sought directly from the Australian Tax Office: http://www.ato.gov.au/

4 Are you registered for GST?

   Yes  
   - Use Template 1 to issue a Tax Invoice and are entitled to charge 10% GST
   No  
   - Use Template 1 - Tax Invoice and provide us with your ABN but are not entitled to charge 10% GST

5 Do you wish to be paid in a Foreign Currency?

   Yes  
   - Use Template 2.
   - Please ensure that you indicate which currency you wish to be paid in
   - Please provide us with all the bank details by filling out the Payment Information Required form
   No  
   - Use Template 2.
   - Please ensure that the bank details given are for an Australian corresponding bank and address

   Please forward the invoice to the address below separately from the examination papers to speed up processing of payment. Invoices sent along with examination papers may face delays in payment.
   
   The University payment terms are 4 weeks from the date of the invoice.

Please see the next page.
Address to send invoice:

- An electronic invoice for your services can be forwarded to unitservices@unisa.edu.au
- Alternatively via regular mail to:

  Unit Finance/Administration Officer  
  Student & Academic Services  
  University of South Australia  
  Level 2, 101 Currie St  
  Adelaide, SA 5000  
  AUSTRALIA

If you have any queries in regards to your invoice, please do not hesitate to contact the Finance/Administration Officer on phone +61 8 8302 2270 or via email: unitservices@unisa.edu.au

CHECKLIST

☐ Does the invoice specify the total amount to be paid

☐ Does the invoice specify bank account details for the payment to be sent to

☐ Has an Australian Business Number (ABN) been provided (if applicable)

☐ Has a Statement by Supplier form been completed and provided (for all invigilators without an Australian Business Number)

☐ Has the currency of the invoice been specified (non Australian Dollar invoices only)

☐ Has a Payment Information Required form been completed and provided
**For invigilators with an ABN**

**TAX INVOICE**

ABN: ______________________ (must be included)

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

**TO:**
Unit Finance/Administration Officer  
Student & Academic Services  
University of South Australia  
Level 2, 101 Currie Street  
Adelaide  SA 5000, Australia

ABN: 37 191 313 308

<table>
<thead>
<tr>
<th>DATE of Exam</th>
<th>DESCRIPTION (include student name, exam course code and exam study period)</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Exam Supervision (Private Invigilators)________ hours @ AUD$ 40.00 per hour/exam session</td>
<td></td>
</tr>
</tbody>
</table>

*Payments will be made by EFT or Cheque*

**Remittance:** Please provide bank details for EFT payments or an address for cheque payments

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
<th>GST</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>
**Invoice Template 2**

**You must submit a Statement by Supplier form with your invoice**

**For invigilators who do NOT have an ABN or Offshore**

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### INVOICE

<table>
<thead>
<tr>
<th>Name:</th>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>Address:</th>
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<table>
<thead>
<tr>
<th>Phone:</th>
<th>Fax:</th>
<th>Email:</th>
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**TO:**

Unit Finance/Administration Officer  
Student & Academic Services  
University of South Australia  
Level 2, 101 Currie Street  
Adelaide SA 5000

ABN: 37 191 313 308

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<tbody>
<tr>
<td></td>
<td>(include student name, exam course code and exam study period)</td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Private Invigilators are paid AUD$ 40.00 per hour/exam session. For overseas Invigilators, fees should be charged at the equivalent local currency.

Exam Supervision (Private Invigilators) ________ hours

*Payments will be made by EFT or Cheque

**Remittance:** Please provide bank details for EFT payments or an address for cheque payments

<table>
<thead>
<tr>
<th>CURRENCY (if not Australian dollars)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Off-shore service providers

Payment Information Required
(ONLY if you wish payment to be made direct to a bank account)

Please return this form together with your invoice to:

Unit Finance/Administration officer
Student & Academic Services
University of South Australia
Level 2, 101 Currie St
Adelaide, SA 5000
AUSTRALIA

Name of Service Provider

Address of Service Provider

REIMBURSEMENT OF PAYMENT

PLEASE SELECT YOUR PREFERRED PAYMENT OPTION:

BANK DRAFT

Please note that not all currencies are available for payment by this method. Payments to India, Pakistan, Thailand, Malaysia, China, Taiwan, etc, can only be paid in AUD. This will be posted directly to your place of business.

TELEGRAPHIC TRANSFER

To make payments by Telegraphic Transfer, the following details are required:

Your Bank Name

Your Bank Address

Account Name

Account Number

SWIFT Code (or other relevant code)

The following information is also required if payment is made via Telegraphic Transfer and in a currency other than your currency:
For example:

- if the payment is made to an agent in India with USD then the following information must relate to an intermediary bank in USA or
- if the payment is made in AUD then the bank below must be in Australia.

<table>
<thead>
<tr>
<th>Intermediary or Corresponding Bank Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Intermediary or Corresponding Bank Address</td>
<td></td>
</tr>
<tr>
<td>SWIFT Code of Corresponding Bank</td>
<td></td>
</tr>
</tbody>
</table>