University of South Australia

INVOICING 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 $40.00 per hour/per exam session, (or the equivalent of Australian $40.00 for International Invigilators)
- An electronic invoice for your services is preferred which can be emailed to: unit.services@unisa.edu.au
- If you post your invoice, please forward the invoice to the address provided separately from the examination papers to avoid delays in processing of your payment.
- The University payment terms are 4 weeks from the date of the invoice.
- If you have any queries in regards to your invoice, please contact the Finance/Administration Officer by Telephone: +61 8 8302 2270 or Email: unit.services@unisa.edu.au

How to Invoice the University of South Australia:

I have an ABN

Are you registered for GST?

Yes   You are entitled to charge 10% GST on your Tax Invoice**.**

No   You are **not** entitled to charge 10% GST on your Tax Invoice.

Please complete a *Tax Invoice* and email to unit.services@unisa.edu.au

---

I don't have an ABN

Please complete a Statement by Supplier- download

Advice on filling out this form should be sought directly from the Australian Tax Office.

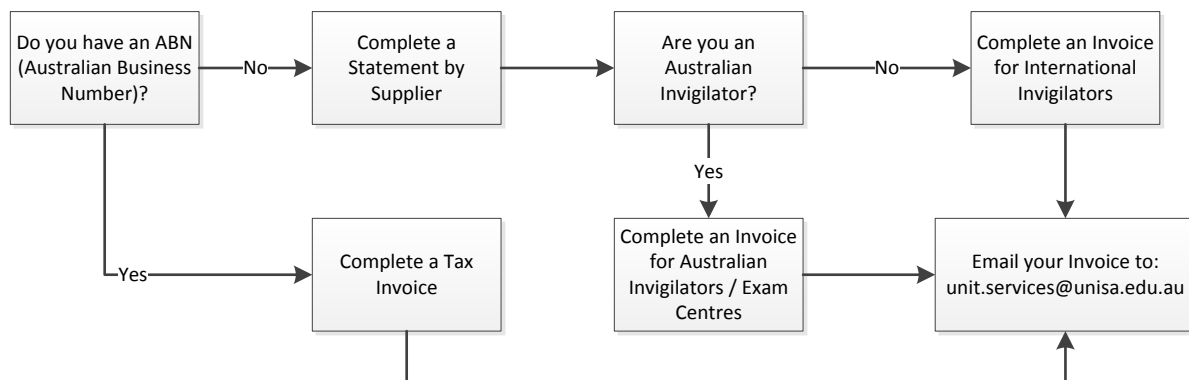**Do you wish to be paid in Australian dollars?**

Yes   Please complete an *Invoice for Australian Invigilators / Exam Centres*

No   Please complete an *Invoice for International Invigilators*.

Please email your *Invoice* and *Statement by Supplier* to unit.services@unisa.edu.au

---

Please ensure you have completed all relevant forms:

TAX INVOICE

(For Australian Invigilators / Exam Centres that have an ABN)

ABN: ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Invoice Date: ⬚⬚ / ⬚⬚ / ⬚⬚⬚⬚

To: Finance/Administration Officer

Student and Academic Services

University of South Australia

101 Currie Street – Level 2

Adelaide   SA   5000

Email: unit.services@unisa.edu.au

Phone: (08) 8302 2270

YOUR CONTACT DETAILS:

Name:

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Address:

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Suburb:

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

State: ⬚⬚⬚   Postcode: ⬚⬚⬚⬚   Telephone: ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

Email (For Remittance):

⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

EXAM SUPERVISION DETAILS:

Exam Date: ⬚⬚ / ⬚⬚ / ⬚⬚⬚⬚

Exams Course Code: ⬚⬚⬚⬚⬚⬚⬚⬚

Number of Students: ⬚⬚

Number of Hours @ $40.00 per hour: ⬚⬚

Amount: $⬚⬚⬚ . ⬚⬚

PAYMENTS BY ELECTRONIC FUNDS TRANFER:

Invoice Total: $⬚⬚⬚ . ⬚⬚

Account In The Name Of: ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

BSB Number: ⬚⬚⬚ - ⬚⬚⬚

Account Number: ⬚⬚⬚⬚⬚⬚⬚⬚⬚⬚

INVOICE FOR AUSTRALIAN INVIGILATORS / EXAM CENTRES

(For Australian Invigilators / Exam Centres that don't have an ABN)

Invoice Date: ☐☐ / ☐☐ / ☐☐☐☐

To: Finance/Administration Officer

Student and Academic Services

University of South Australia

101 Currie Street – Level 2

Adelaide   SA   5000

Email: unit.services@unisa.edu.au

Phone: (08) 8302 2270

YOUR CONTACT DETAILS:

Name:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Address:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Suburb:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

State: ☐☐☐   Postcode: ☐☐☐☐   Telephone: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Email (For Remittance):

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

EXAM SUPERVISION DETAILS:

Exam Date: ☐☐ / ☐☐ / ☐☐☐☐

Exams Course Code: ☐☐☐☐☐☐☐

Number of Students: ☐☐

Number of Hours @ $40.00 per hour: ☐☐

Amount: $☐☐☐ . ☐☐

PAYMENTS BY ELECTRONIC FUNDS TRANFER:

Invoice Total: $☐☐☐ . ☐☐

Account In The Name Of: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

BSB Number: ☐☐☐ - ☐☐☐

Account Number: ☐☐☐☐☐☐☐☐☐

INVOICE FOR INTERNATIONAL INVIGILATORS

Invoice Date: ☐☐ / ☐☐ / ☐☐☐☐

To: Finance/Administration Officer   Email: unit.services@unisa.edu.au

Student and Academic Services

University of South Australia

101 Currie Street – Level 2

Adelaide   SA   5000

Australia

YOUR CONTACT DETAILS:

Name:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Address:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Suburb/Town:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

State: ☐☐☐ Postcode: ☐☐☐☐ Telephone: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Country:

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Email (For Remittance):

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

EXAM SUPERVISION DETAILS:

Exam Date: ☐☐ / ☐☐ / ☐☐☐☐

Exams Course Code: ☐☐☐☐☐☐☐☐

Number of Students: ☐☐

Number of Hours @ Australian $40.00 ☐☐

Total Amount in Australian Dollars $☐☐☐.☐☐

Preferred Currency of Payment (If Not In Australian Dollars): ☐☐☐

Account In The Name Of:

Account Number:

Bank Name:

Bank Address:

IBAN: International Bank Account Number (UK & European Countries Only):

Swift Code:

IFSC: Indian Financial System Code (India Only):

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

- If an international payment is made to an agent 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.

Intermediary or Corresponding Bank Name:

Intermediary or Corresponding Bank Address:

Swift Code of Corresponding Bank: