How to pay your fees using the TAFENSW Learner Portal

You can pay your outstanding course fees online with a Credit Card through North Coast TAFE student portal. You can also generate a Fee Statement and BPAY reference details to pay using BPAY.

Step 1: Go to http://www.northcoasttafe.edu.au/current-students.aspx

Step 2: Click on the orange ‘Access tools and portals’ field.

Step 3: Click on the ‘NSW Government Learner Portal’.
Step 4: Login to the portal using your DEC Student Login. This is the same login and password you use when you access a computer a North Coast TAFE. If you have forgotten your username and password, or have trouble logging into the portal, please visit your local campus or contact us on 1300 628 233.

Step 5: Once you have logged in the your learner portal home page will be displayed, showing your login, user name and learner number at the top of the screen.
Step 6: Click on 'My Financials' located towards the top of the screen.

Step 7: You will now see a summary of your course fees. To pay your course fees online, using a credit card, click on 'Pay online' and select the fees that you would like to pay. Then click on 'Pay selected'.
From the Learner Portal, you can also generate a Fee Statement. This Fee Statement will show your BPAY reference details which will enable you to pay via BPAY. If someone else is paying for your course, you can print a copy of your fee statement and give it to them for payment.

**Step 8:**
Click on the 'Generate Statement' button at the top right hand side of your screen. When the alert appears, click 'ok'.

**Step 9:**
Click on the 'My Reports' tab to find your fee statement. Then press 'View' next to the 'TAFENSW Fee Statement' report to see your fee statement.
Step 10: Your fee statement will display as shown below. You will see your BPAY details at the bottom of the statement. All fees and charges that you owe will be displayed on the statement. If you have any questions about the fees owing or about how to make payment for your course, please visit your local campus or contact us on 1300 628 233.

![Image of fee statement]

This Fee Statement becomes a Tax Invoice for GST upon receipt of payment

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>GST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choc Fee Kit</td>
<td>22.73</td>
<td>2.27</td>
<td>25.00</td>
</tr>
<tr>
<td>SmartFlat for Certificate II in Automotive Servicing Technology (100CHE.005)</td>
<td>1,000.00</td>
<td>0.00</td>
<td>1,000.00</td>
</tr>
<tr>
<td>Campus: Coffs Harbour Education Campus CHEC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$1,022.73</td>
<td>$2.27</td>
<td>$1,025.00</td>
</tr>
</tbody>
</table>

Pay the amount listed here

Biller Code: 150510
Reference: 12011917629018

Pay the amount listed here

AMOUNT DUE: $1,025.00
DATE DUE: PAY NOW