Examinations

PAYMENT FOR PES ARRANGEMENTS

Within Australia
Payment is limited to AUD$150 per examination session, unless prior approval is granted through exams@swinburneonline.com

Costs will only be reimbursed if the student:
- is located more than 100km away from the closest metropolitan venue on their examination day/s
- has a disability/medical condition which prevents them from attending a metropolitan venue
- has been approved to sit the examination at a different time

Any student that is located less than 100km from the closest metropolitan venue on their examination day/s is not eligible to claim any costs related to their examination conduct.

If the student is attending a venue, the venue must invoice Swinburne Online directly. Invoices should be emailed to exams@swinburneonline.com.

Supervisors who are not attached to a venue hire arrangement can claim reimbursement for time by sending through an invoice to exams@swinburneonline.com. The invoice should include:
- Invoice date
- Supervisor name
- Supervisor banking details (account name, BSB and account number)
- Date of services
- Name of supervised student
- Total amount due
- ABN (if applicable)

The invoice needs to be made to:
Attn: Lauren Miles
Swinburne Online
Level 1, 541 St Kilda Road
Melbourne VIC 3004

Any invoices made out to Swinburne University of Technology cannot be processed.

An invoice template (either with or without an ABN registration) is available on request from exams@swinburneonline.com.

Supervisors should be aware that:
- There is a maximum allocation of $30/hour for supervision, which includes administration time
- If the supervisor is being paid by their employer at the time of the examination (e.g. a librarian working in a library), they are not eligible to claim a reimbursement for their time
Examinations

PAYMENT FOR PES ARRANGEMENTS

Outside Australia

Payment is limited to AUD$150 per examination session, unless prior approval is granted through exams@swinburneonline.com

There are 2 options available for students sitting examinations internationally.

1. The venue can invoice Swinburne Online directly. Students will need to advise the venue that:
   - The invoice must be issued in AUD, USD, Euro or GBP only
   - The invoice must be made out to ‘Swinburne Online’, and emailed to exams@swinburneonline.com
   - There must only be one invoice issued from that venue per teaching period, therefore multiple students (if applicable) must be included within one invoice
   - The venue needs to be set up to receive international payments
   - The venue will need to provide the following information on the invoice
     - The International Bank Account Number (IBAN)
     - Account name
     - Beneficiary’s address
     - The bank SWIFT/BIC code

   The invoice needs to be made to:
   Attn: Lauren Miles
   Swinburne Online
   Level 1, 541 St Kilda Road
   Melbourne  VIC  3004

   Any invoices made out to Swinburne University of Technology cannot be processed.

   An invoice template is available on request from exams@swinburneonline.com.

2. Students can pay the cost directly to the venue, and submit a claim to Swinburne Online to have the funds reimbursed. This option requires students to have an Australian bank account. Students will need to:
   - Email exams@swinburneonline.com after the payment has been made, and attach a copy of the payment confirmation in their local currency
   - Provide their Australian bank account details (account name, BSB and account number).