
Please complete your student details below and give to your employer along with your fees invoice. To print your invoice, log in to the **student portal** and go to the Fees and finance tab.

STUDENT TO COMPLETE

Surname: _____

Forename: _____

Student ID:

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EMPLOYER TO COMPLETE

The following must be provided on the purchase order:

- Company letterhead including full name and postal address
- Email address for the invoice
- Company contact name
- Order number or identifier
- Student name
- Student ID number
- Specific items to be invoiced, eg:
 - > Course tuition fee (full or part payment)
 - > Course component fee
 - > Student services levy

The completed purchase order can be posted or emailed to:

Email: **arstudents@massey.ac.nz**

Post: Accounts Receivable Students
Massey University
Private Bag 11222
Palmerston North 4442

The invoice will be emailed unless requested otherwise