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

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## 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 (incl GST): e.g.
  - > Enrolment Fee \$66.50
  - > Course 110.109 \$1236.00
  - > Course 154.256 \$300.00 (part payment only)

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**