

# PAYMENTS AND INVOICES

## ALG AGENT PORTAL

### Agent Student Management System

Australian Learning Group offers access to our Student Management System for agents.

The Student Management System will provide you 24/7 direct access to:

- Online student applications
- Current student lists
- Outstanding offers
- Commission payments history including paid commission and pending payments
- Student reports based on course status, nationality and conversion rates

For any questions relating to student tuition payments and commissions please contact [invoices@edu.com.au](mailto:invoices@edu.com.au)

### Accessing the System

#### Already have a log on?

Click here to go directly to the [System Log In](#).

#### Logging on for the first time?

You will need to request an initial login username and password from Australian Learning Group. You will then be able to change your details after the initial log in.

### Using the System

We have prepared an extensive user guide on how best to use and utilize the Student Management System.

Feel free to click here to [Download the User Guide](#).

If you still need further assistance, please contact [international@edu.com.au](mailto:international@edu.com.au)

## Payments and Invoices

### How do I access my ALG Agent Portal?

Upon becoming a contracted agent with Australian Learning Group, you will be set up with a system log in and password.

**Do we have to change our finance procedures because of this?**

No. The only change is that we pay commission automatically now against a tax invoice that we create rather than waiting on one from you. Your finance department can download a copy of the Recipient Created Tax Invoice whenever they need to.

**RCTI, what is it?**

Australian Learning Group is pleased to announce that you no longer need to send invoices to us to get paid your agent commission.

Recipient Created Tax Invoices (RCTIs) have now been implemented as a process to pay agent commission automatically once the student has paid ALG and their payment has been processed to their student account.

The benefits to you include:

- No further need to send us invoices for your commission
- Commission paid automatically within 1 to 14 days of the student paying ALG
- You can download a copy of the Recipient Created Tax Invoice for your own records whenever you need to – available 24/7
- You can check the status of all your students and commissions due anytime you like on the Student Management System for Agents – available 24/7

There are no changes to the process when a student pays via the agent who deducts commission prior to sending the balance of the payment to ALG.

**What bank account will you automatically pay my commission into?**

For most agents we already have your bank account details from previous payments stored in our accounting system. You can check your account information on the student management system. Please let us know if you'd like to change your account details.

**How do I check what you paid me and what student this was for?**

You will receive an auto-email when a Recipient Created Tax Invoice (RCTI) has been processed, which will notify you a payment has been made. The RCTI will show you exactly what the payment is for – what student, term and course, as well as amount paid and date paid.

You can check the status of all your students and commissions due and paid anytime you like on the Student Management System for Agents – download a detailed report and your RCTIs 24/7.