

# INSTRUCTION SHEET



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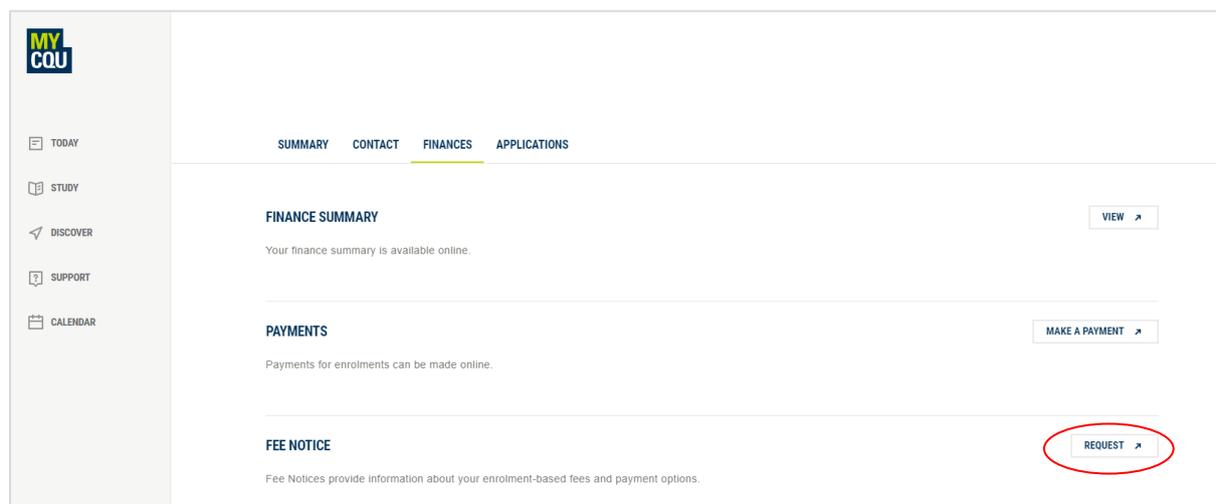
## Generate a Fee Notice

Once calculated, fees can be viewed in the MyCQU Student Portal at [my.cqu.edu.au](https://my.cqu.edu.au).

Log in with your Student ID and password. Then select your initials in the top corner and select *Finances* from the menu.



From the *Finances* section, select *Request* beside the *Fee Notice* option.



The *Generate a Fee Notice* form will appear.

Ensure to read all the information displayed, and enter the mandatory fields of type of qualification, year and study period information required before submitting your request.

Generate a Fee Notice Submit 

^ About This Form

Use this form to generate your Fee Notice for a specified year and study period.

The Fee Notice provides information about:

- your estimated Student Contribution amount, Tuition Fee and/or a Student Services & Amenities Fee in a term, based on your enrolment at the time the Notice is generated
- payments you have made, or credits applied to your account for the term at the time the Notice is generated
- the amount due and due date for payment for the term
- Online Payment option for credit cards in MyCentre
- Biller or Billpay codes and reference numbers to make a payment by phone or online using BPAY or Australia Post Billpay

**Please note, if you wish to ensure your payment is allocated as you intend, make an online payment through the My Payments Tile in MyCentre or visit a Campus Cashier.**

For additional information, please click [here](#).

Please provide below the Year and Study Period you wish to generate a Fee Notice for, then submit the form and the Fee Notice will be emailed to your CQUniversity student email account.

To request a Fee Notice for Term 2, 2016, or any prior term, please email [sgc@cqu.edu.au](mailto:sgc@cqu.edu.au) stating the term and year for which you require a fee notice.

Type of Qualification \*

Year \*

Study Period \*

Select your type of qualification. This will either be a degree or TAFE. A degree student is someone studying in the Higher Education space. This is a mandatory field.

Type of Qualification \*

Degree

TAFE

Select the year of the required fee notice. This is a mandatory field.

Year \*

2016

2017

2018

2019

2020

2021

Select the study period for the fee notice that you require. This is a mandatory field.

- Higher Education students studying by coursework will need to select HT1, HT2 or HT3.
- Higher Education students studying by Research will need to select RFH or RSH.
- Higher Education students studying through Be Different will need to select OL.

### *Degree example*

#### Study Period

  
1 - 6 of 6 records.

Standard Code	Description
HT1	HE Term 1
HT2	HE Term 2
HT3	HE Term 3
RFH	Research First Half Year
RSH	Research Second Half Year
OL	Online

### *TAFE Example*

#### Study Period

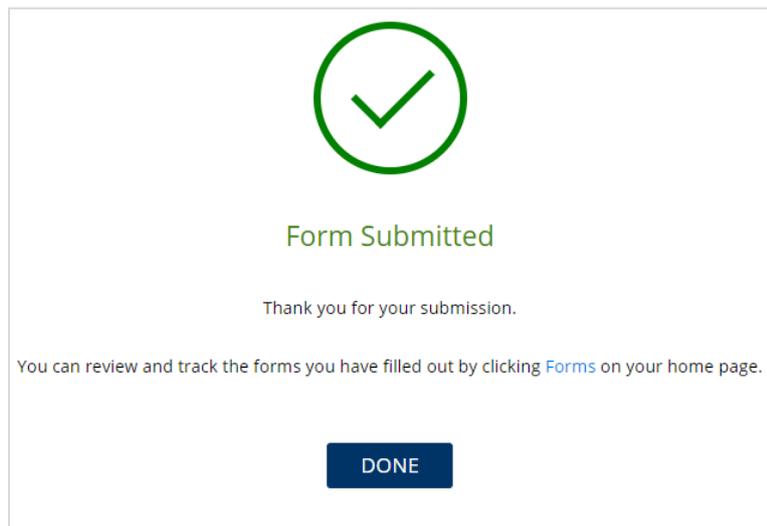
  
1 - 11 of 12 records.

Standard Code	Description
JAN	January
FEB	February
MAR	March
APR	April
MAY	May
JUN	June
JUL	July
AUG	August
SEP	September
OCT	October
NOV	November

Once you have filled in all the mandatory fields, you can submit your request. Submit will be located in the top right corner of your screen.

Please note, if you require a fee notice for more than one enrolment period, you will need to request each of these individually.

You have now generated a Fee Notice, and it will be sent to your CQUniversity student email account.



Once you have generated a Fee Notice, you can use this information to make a payment.

For help making a payment, view our [Make a Payment instruction sheet](#).