INSTRUCTION SHEET
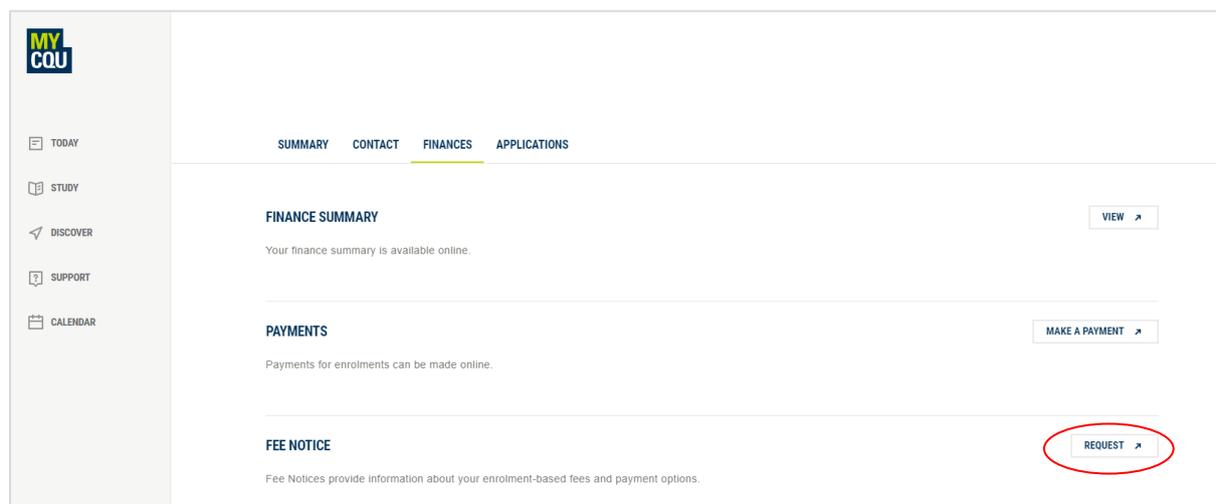

Generate a Fee Notice

Once calculated, fees can be viewed in the MyCQU Student Portal at **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.

Generate a Fee Notice
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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.

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.

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

Generate a Fee Notice
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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

TAFE Example

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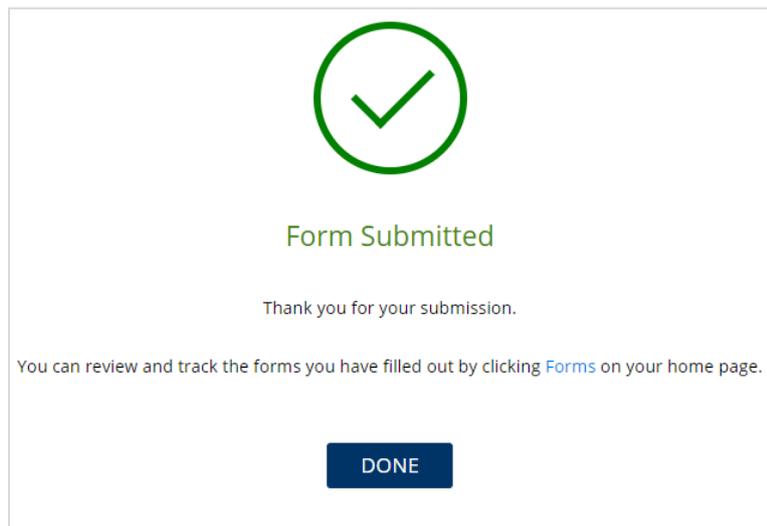
Once you have generated a Fee Notice, you can use this information to make a payment.

For help making a payment, view our **Make a Payment instruction sheet**.

Generate a Fee Notice
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