

INSTRUCTION SHEET MYCENTRE



BE WHAT YOU WANT TO BE
cqu.edu.au

How to make a payment

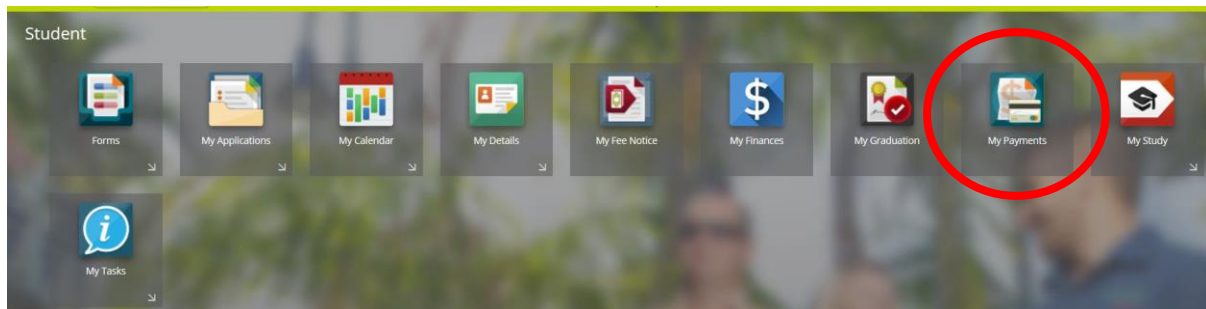
Note: Before making a payment, you must first generate a Fee Notice in MyCentre. For help doing this, view our [‘Generate a Fee Notice Instruction Sheet’](#).

After generating your Fee Notice, there are several ways that you can make a payment.

MyCentre

To make a payment, log in to mycentre.cqu.edu.au with your student number and password. Then select ‘My Payments’ from the home page selection menu.

After selecting ‘My Payments’, you will be directed to the ‘Online Payments’ screen. To proceed you need to enter your student details, including student ID, name, and email address. Follow the prompts to make your payment.



[CQUniversity AUSTRALIA](#)

[Payment Home](#)
[Staff Log in](#)
[My Account](#)
[Pay Invoice](#)
[Empty](#)

[CQUniversity](#) > [Online Payments](#) > [Student Payment](#)

StudentOne Online Payments

Please complete the following details to submit your request.

Student Id:

Student Name:

Email *: ! A value is required

* Note - This payment may take up to 15 minutes to update your Student Account. If you do not wish to make a payment, please close this browser session.

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BPay

Please refer to your Fee Notice for the applicable biller code and reference number. Please ensure these details are from your current Fee Notice as they are specific to a term. Payments of \$10.00 or less cannot be made using BPay.

Australia Post POSTbillpay

Australia Post POSTbillpay is a bill payment service offered by Australia Post. Students require a copy of their Fee Notice to utilise this service. This option is available 24 hours, 7 days per week and payments made before 5:00pm AEST are applied to the student account on the following working day.

Please refer to your Fee Notice for the applicable billpay code and reference number. Please ensure these details are from your current Fee Notice as they are specific to a term. Payments can be made:

- in person at any Australia Post Office using the Fee Notice; or
- by credit card online at www.postbillpay; or
- by telephoning 13 18 16 from within Australia; or
- by telephoning +61 13 18 16 or +61 13 21 16 from outside Australia; or
- by PayPal at www.postbillpay.com.au.

In person

Payments by cheque and EFTPOS (excluding Diners Card) can be made at any cashier's office at any campus of CQUniversity. Cash payments are not accepted at the Brisbane, Bundaberg, Melbourne and Sydney Campuses.

Mail

If you cannot access any of these payment options, mail a cheque, money order or bank draft, payable in Australian dollars to CQUniversity, together with your Fee Notice, to:

Accounts Receivable
Financial Services Division, Building 65
CQUniversity
Rockhampton QLD 4702
AUSTRALIA