INSTRUCTION SHEET
MYCENTRE

Submit a Request for a Commonwealth supported place and a HECS-HELP loan Form

To complete a Request for a Commonwealth supported place and a HECS-HELP loan form, visit mycentre.cqu.edu.au and log in with your student number and password, then select My Study from the home page selection menu.

Select Government Assistance from the selection panel on the left. Using the drop-down Add menu button on the right, select the Request for a Commonwealth supported place and a HECS-HELP loan form. Click on the form title and more information will display.

Note: Only forms you are eligible to complete will be displayed in the Government Assistance tab.
Submitting the form

Follow the on-screen instructions to complete the form. Please note, it is strongly recommended that all students not studying an Enabling course such as STEPS or TEP supply a TFN when completing the HECS-HELP form. If you do not supply a TFN on submission of the form, you are required to submit a TFN via the My Tasks tile or pay your Student Contribution amount in full by the Census date of the enrolled term. If you do not supply a TFN or pay in full by the Census date, you will be withdrawn from all units in that term.

Once you have filled out each section of the form, press the Submit Request button at the top right of the screen, and print a copy of the form for your records.

If you aren’t ready to submit the form, press the blue Save button located next to the Submit Request button and you can return to finish the form at a later date.

Check submission

You can confirm that your HECS-HELP form has been submitted and check the status by selecting the Government Assistance tab again. This screen will also show the date your form was submitted.
Important information

If you have been offered a Commonwealth supported place, you MUST submit the Request for a Commonwealth supported place and a HECS-HELP loan form by the Census date of your first term of enrolment. **Failure to submit a valid form by the Census date of your first term will result in your enrolment being cancelled.**

Do you need to submit a Request for SA-Help Assistance form? Read the [Submit a Request for a SA-HELP loan Form instruction sheet](#).