Generate a Fee Notice

To generate a Fee Notice, log in to mycentre.cqu.edu.au with your student number and password. Then expand the ‘Forms’ tile on the home page selection menu and select ‘Generate a Fee Notice’

The ‘Generate a Fee Notice’ form will appear. Ensure to read all the information displayed, and enter the year and study period information required, then press the blue ‘Submit’ button.
You have now generated a Fee Notice, and it will be sent to your CQUniversity student email account.

**Note:** To view and track the forms you have filled out, you can go to the ‘Forms’ tab in MyCentre.

Once you have generated a Fee Notice you can use this information to make a payment. For assistance with making a payment, view our [How to Make a Payment Instruction Sheet](#).