

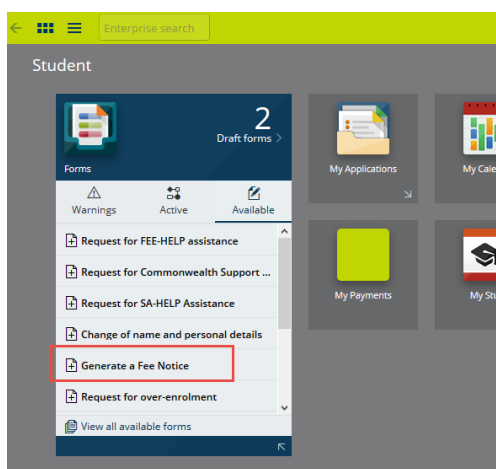
INSTRUCTION SHEET MYCENTRE



BE WHAT YOU WANT TO BE
cqu.edu.au

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.

The screenshot shows the 'Generate a Fee Notice' form. The 'Submit' button is highlighted with a red box and a red circle with the number 3. Below the form, there are two input fields: 'Year*' with the value '2016' and 'Study Period*' with the value 'HE Term 3'. Both input fields are highlighted with red boxes and red circles with the numbers 1 and 2 respectively.

Generate a Fee Notice

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.

Please provide the Year and Study Period you wish to generate a Fee Notice for below, then submit the form to request to have your Fee Notice emailed to you.

Year*
2016

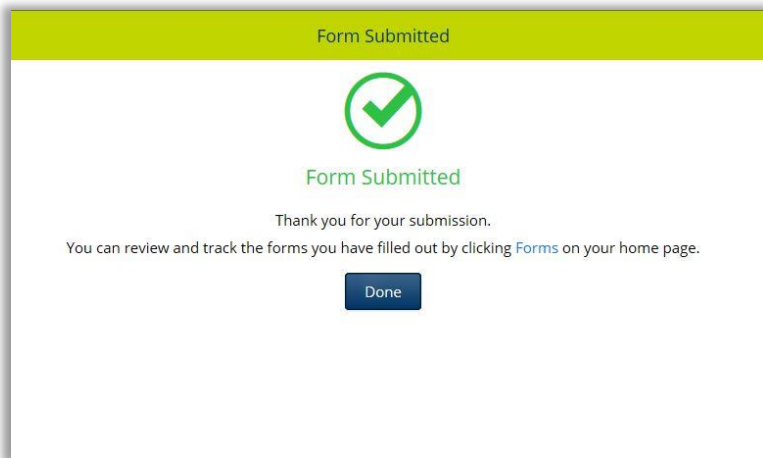
Study Period*
HE Term 3

Submit

Generate a Fee Notice

This document is uncontrolled when printed.

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](#).