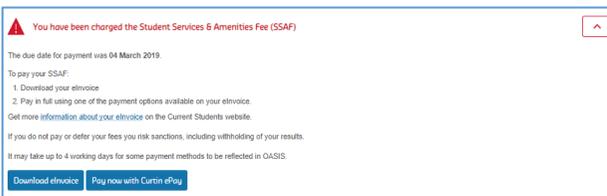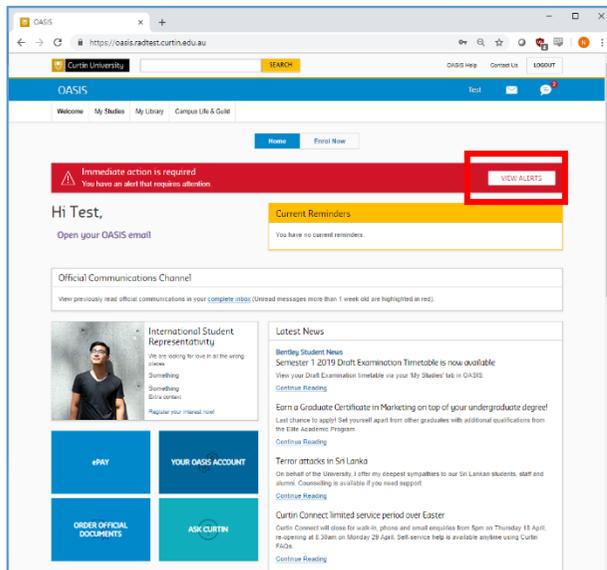# STUDENT PAYMENT PORTAL – PAY YOUR FEES

1) Log in to your Student Oasis and access the new payment portal via a payment related alert.

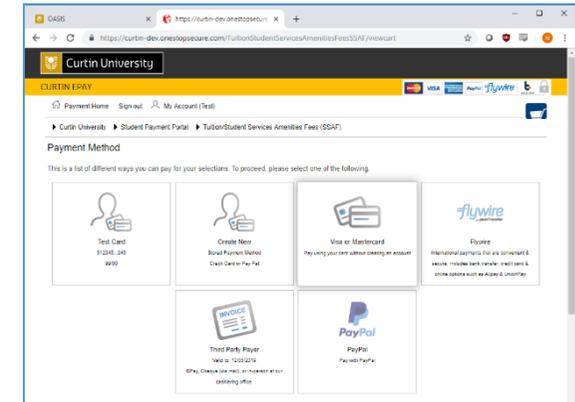   Or, go directly to the [Student Payment Portal](#) and log in using your student credentials.

2) You will be directed to your personal Curtin ePay account in the new Student Payment Portal. All of your available student related payments will appear here on the new Student Payment Portal.
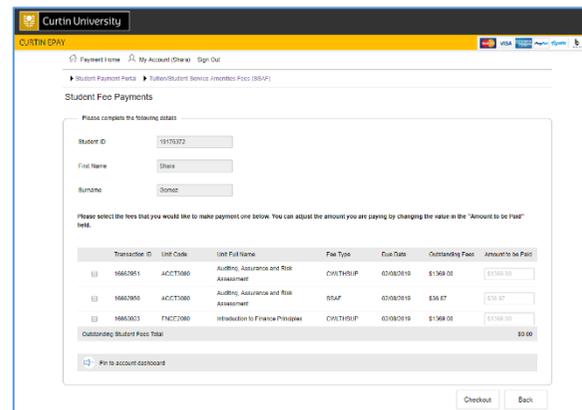
3) Select the fees you want to pay. If you want to make a partial payment, indicate how much you are paying by adjusting the 'Amount to be Paid' field.


4) Proceed to the checkout and select your payment method.

5) ePay will then request an email address for delivery of the payment receipt. By default your student email address will populate but you have the option of entering an alternative address.

6) Once you have successfully made your payment, a copy of the receipt will be sent to your nominated email address. Receipts can be retrieved via the 'My Account' tab located on Curtin ePay page.
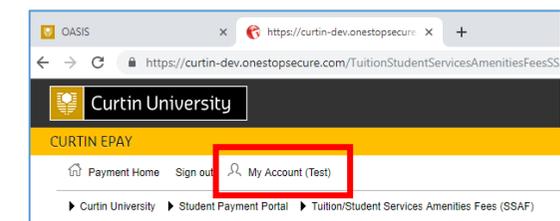
STUDENT PAYMENT PORTAL – THIRD PARTY

If a third party is making a payment on your behalf, you can take advantage of the new 'Third Party Payer' functionality.

1) Follow steps 1 to 4 on the previous page. When you go to select your payment method, select 'Third Party Payer'.
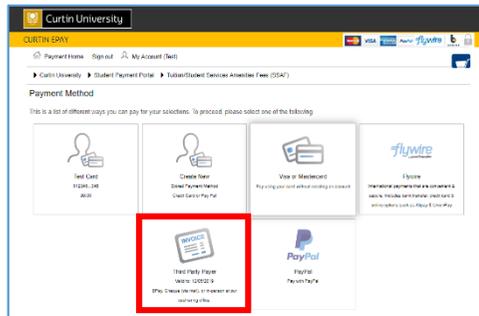

2) Complete the 'Third Party Payer Invoice Details' page. Please note that the email address provided in the first field must be that of the third party who is making payment on your behalf.
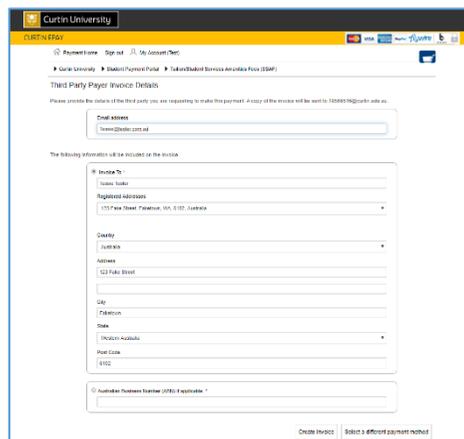
3) Click on 'Create Invoice'. The third party you nominated will receive a communication to the email address provided, with a link to download your invoice.
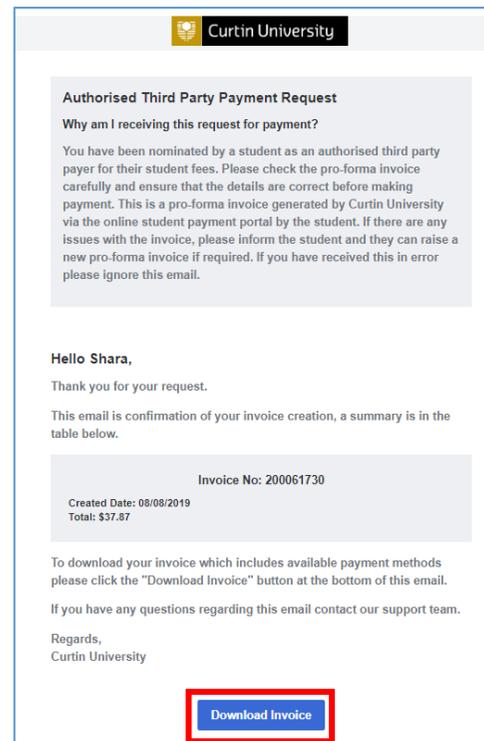
4) All payments must be made in full by the due date and the pro forma invoice that is generated is valid for 7 days only.
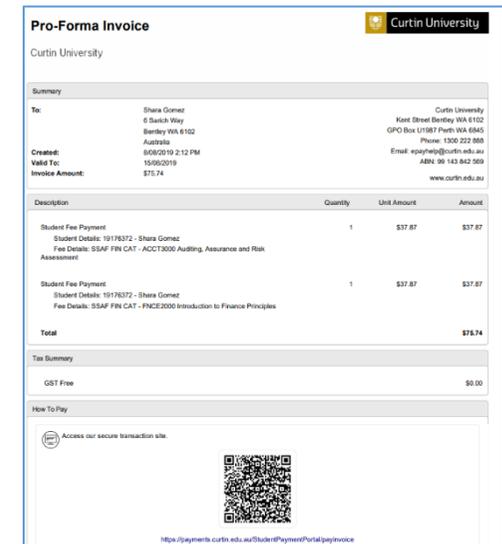
If the third party fails to pay your invoice in time, or if you have made a mistake when creating it, you can generate another by following the same process again.

5) Your nominated payer will have the opportunity to enter a new email address for delivery of a payment receipt. A copy of the receipt will also be sent to your Curtin provided email address.

You can access all of the invoices you have generated at any time via the 'Future Payments' section in your 'My Account' screen.