

Date: 08 May 2025

SERVICE FEE FOR FINANCE DOCUMENT RETRIEVAL

Dear Students,

Please be informed that effective **15 May 2025**, a **service fee of RM5 per copy** will be charged for request to retrieve past copies of finance documents such as invoices and receipts from Cashier's Office as these documents are maintained in your e-student account or emailed to you.

You are advised to maintain your own records of all invoices and receipts.

Invoices issued within the last 1,200 days can be retrieved yourselves from [e-student](#) portal at Curtin Website:

- Log in to e-Student
- Go to My Documents on the menu bar
- Set the start date (e.g.01.01.2023) and end date (today's date), leaving the other fields blank
- Click Search Document
- Your documents will be available for viewing or downloading.

Receipts are sent directly to your student email address (e.g. 7000xxxxx@student.curtin.edu.my) upon payment via ePay, Telegraphic Transfer or online payment to Curtin's bank account. In addition, if you registered an account in ePay, receipts remain available in payment history for up to 7 years.

If you have any enquiries regarding fees and charges, please contact Cashier's Office at 085-630021 or email finance@curtin.edu.my.

For e-student log in problems, please contact Student Services at 085-630100 (ext.2569) or email student.services@curtin.edu.my.

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