Offers:
How to accept, defer or decline your Swinburne offer online (Domestic students only)

Visit the Enrolment page where you will accept, defer or decline your offer

- How to accept my offer (Higher Education)
- How to accept my offer (Vocational Education)
- How to defer my offer (Higher Education and Vocational Education)
Visit the Enrolment page where you will accept, defer or decline your offer

1. Follow the instructions as per your offer letter.

2. Go to the Enrolment page, here: www.swinburne.edu.au/student-administration/enrolment. This page provides a range of information to get you started.

How to accept my offer (Higher Education)

1. From the Enrolment page, click on the red enrolment button under ‘Higher Education’.

2. You will now be redirected to the Higher Education Enrolment page. Read the information on this page, including any steps, carefully.

3. When you get to Step 2: Start to enrol, click on the red Enrol Now button.

4. Select the ‘domestic student’ option and login to the system. Your username will be your Swinburne Student ID (this can be found on your offer letter) and your password will be your date of birth in DDMMYY format.

5. From the ‘Offer’ tab, select the offer you wish to accept (if you have more than one), otherwise you will be taken directly to the Offer Details page.
6. From the Offer Details page, click on the **Accept** button.

![Offer Details Screenshot]

7. You will now be redirected to the ‘Change Details Confirmation’ page, with a message stating that your offer has been accepted.

![Change Details Confirmation Screenshot]
If you experience any problems or questions, please contact studentHQ.

How to accept my offer (Vocational Education)

In most cases, Vocational Education students have the ability to complete their enrolment in person at an enrolment session, or online. Details on both options are below.

Note: Enrolment sessions are the best way to get help with your enrolment; you can speak with a Course Advice Specialist and submit all eligibility documents.

1. From the Enrolment page, click on the red enrolment button under ‘Vocational Education (VE)’.

2. You will now be redirected to the Vocational Education Enrolment page. Read the information on this page, including any steps, carefully.

To complete your enrolment in person (at an enrolment session):

a) Select which enrolment session you would like to attend from the Upcoming Enrolment Sessions listings and click the red Register now button.

b) From here, fill in the ‘Register for an Enrolment Session (Vocational Education)’ online form.

To complete your enrolment online:

a) When you get to Step 2: Start to enrol, click on the red Enrol Now button under Complete your enrolment online.

b) Select the ‘domestic student’ option and login to the system. Your username will be your Swinburne Student ID (this can be found on your offer letter) and your password will be your date of birth in DDMMYY format.

c) From the ‘Offer’ tab, select the offer you wish to accept (if you have more than one), otherwise you will be taken directly to the Offer Details page.
d) From the Offer Details page, click on the **Accept** button.

![Offer Details Page]

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e) You will now arrive on the ‘Change Details Confirmation’ page, with a message stating that your offer has been accepted.

![Change Details Confirmation Page]

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If you experience any problems or questions, please contact [studentHQ](mailto:studentHQ).
How to defer my offer (Higher Education and Vocational Education)

1. From the Enrolment page, click on the **Defer your offer** button.

2. You will now arrive on the ‘Defer your offer’ page. Click on the red **Defer Now** button.

3. Login to the system. Your username will be your Swinburne Student ID (this can be found on your offer letter) and your password will be your date of birth in DDMMYY format.

4. From the ‘Offer’ tab, select the offer you wish to defer (if you have more than one), otherwise you will be taken directly to the Offer Details page.
5. From the Offer Details page, click on the **Defer** button. 
   Note: should you wish to decline your offer at this stage, click on the **Decline** button.

6. You will now arrive on the ‘Deferral Details’ page. Fill in your deferral details and click **Continue**.
Note: if you have chosen to decline your offer, you will instead arrive on the ‘Decline Offer’ page. Fill in your details and click **Decline**.

7. You will now arrive on the ‘Change Details Confirmation’ page, with a message stating that your deferral (or request to decline your offer) has been successful.

   If you experience any problems or questions, please contact **studentHQ**.

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- View other [Student Administration Help Guides](#)