

Swinburne Commons

Transcript

Title: Defer your offer

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Year: 2018

Audio/video available from: <http://commons.swinburne.edu.au>



[MUSIC PLAYING]

PRESENTER: If you intend to defer your course, you can do this via links in your offer letter.

Find the offer email, which was sent to your nominated email address. Open the attached offer letter. Scroll down to the second page and find Step 2.

If you have forgotten your password or this is the first time you are logging into the student portal use the 'Forgot your password or logging in for the first time?' hyperlink to get yourself set up. Then click the 'Log in to My Offer' hyperlink. You will be directed to the student portal.

Enter your student ID. Enter your password. Click 'Log in'. If this is the first time you are logging into your Swinburne account, you will be prompted to change your password.

Go to the 'Offers' tab. Click 'Respond to offer'. The Offer screen will display the application details. Click 'Defer'. The 'Deferral Details' default to a 12-month period, which is the maximum you can take. If you wish to take a shorter time than this, change the Year and Defer Study Period fields as you require to reflect when you would like to commence your studies. Then click 'Continue'.

A green box will appear to confirm that your deferral has been successful. Click 'Return to Offer Overview'. The Offer Status column now displays as 'Deferred' and the Information column shows your new study commencement year and study period.

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