

TAFE Students - How do I decline my offer?

my Student Centre | mysc.federation.edu.au | 1800 FED UNI

How to decline an offer

Important:

The offer letter you received from Federation University invites you to log on to my Student Centre and accept or decline the offer. Within the letters contents you will find your **User ID**, your **Password** and the Program you have been offered a place in. To decline your offer, follow the instructions as demonstrated below.

Steps: Login to my Student Centre by going to mySC.federation.edu.au

1. Enter your **User ID** number (student ID) and **Password**, then select the **Sign In** button.

If you are having trouble logging into my Student Centre please contact the Service Desk on servicedesk@ballarat.edu.au or 53279999

2. On the lower right hand side of your screen you will see the Admissions section.

3. Locate and Click the [Accept or Decline Admission](#) hyperlink

My Applications					
Federation University	CPC32411 Cert III in Plumbing	UB SMB	FullYr2014		Accept or Decline Admission

4. The Accept, Decline Admission link will show any outstanding offers that have been made. For example, if you have been made an offer in multiple programs, each program would be listed here. Click the [Accept or Decline](#) button for the relevant program.

Accept, Defer or Decline Admission					
<p>We are pleased to grant you admission to the following program(s). Please note: TAFE Programs cannot be deferred. Once you accept, defer or decline admission to a particular program it will no longer appear on this page. Select the program you would like to accept, defer or decline.</p>					
Academic Institution	Term	Academic Career	Program	Plan	Accept, Defer or Decline
Federation University	Full Year 2014(VET)	TAFE	Certificate III in Plumbing	UB SMB	Accept or Decline

5. Click on the **DECLINE ADMISSION** button

Accept or Decline

Institution	Federation University	Career	TAFE
Program	Certificate III in Travel		
Plan	SIT31312 Cert III in Travel		
Admit Term	Full Year 2014(VET)	Application Number	00075303

Select either the Accept or Decline button to indicate your choice. You will then be asked to confirm your decision. Select the Previous button if you do not wish to make a selection at this time.

6. Click on the **CONFIRM DECLINE** button

Accept or Decline

Institution	Federation University	Career	TAFE
Program	Certificate III in Travel		
Plan	SIT31312 Cert III in Travel		
Admit Term	Full Year 2014(VET)	Application Number	00075303

7. You will now see a statement asking you to provide a reason why you have chosen to not enrol in the program. Please provide a reason from the drop down box and click the **SAVE** button

Accept or Decline

We're sorry that you have decided not to enrol for this program. Please take a moment to let us know what your plans are and what factors influenced your decision.

Please specify the main reason why you chose to decline this offer

8. Your application Status will show that the application is complete.

Application Status					
Academic Institution	Term	Academic Career	Program	Application Number	Application Date
Federation University	Full Year 2014 (VET)	TAFE	Certificate III in Travel	00075303	10/04/2014
This application is Complete.					

9. Thank you for taking the time to decline your offer. Click the [Home](#) button

10. You have successfully declined your offer for a particular program.