

UWA Accept – A Guide for Agents

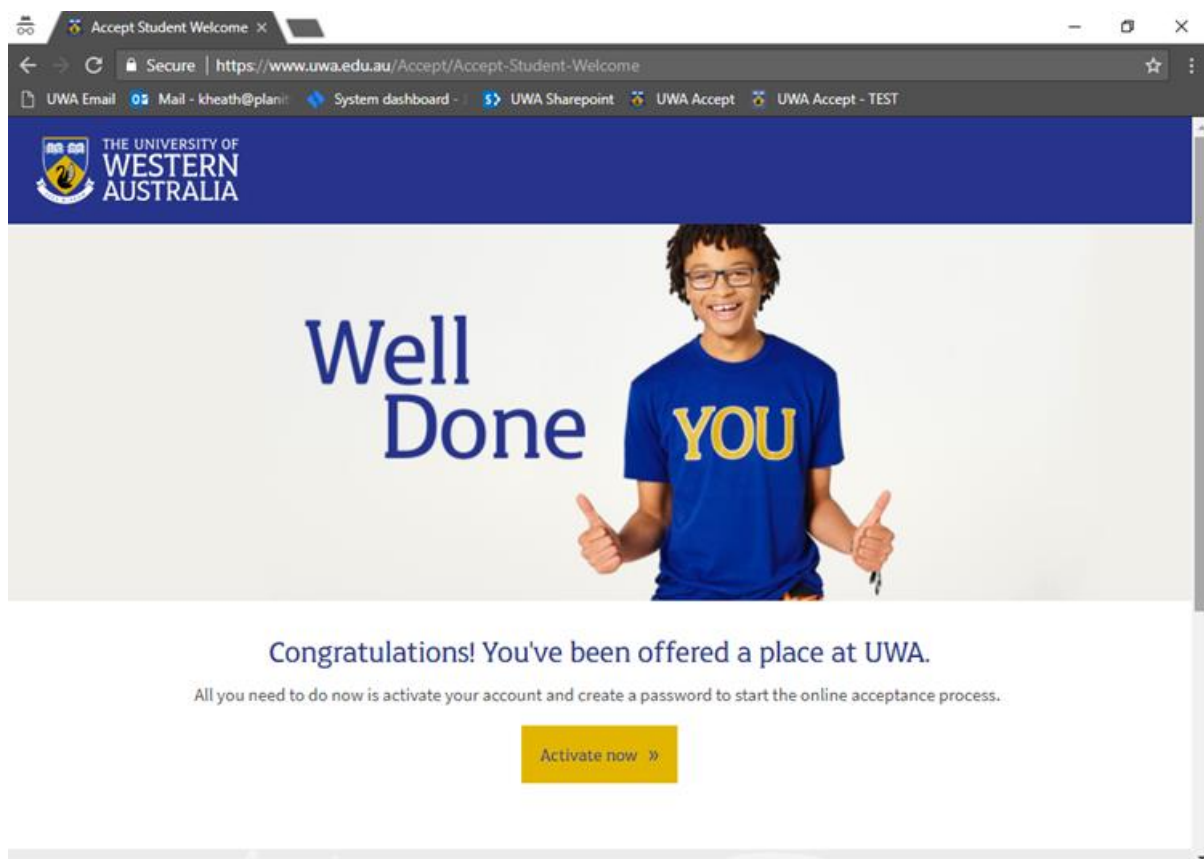
In late 2017, The University of Western Australia introduced an online acceptance system, making it easy to accept UWA offers! This system allows your client to register as a UWA student, accept their offer conditions and pay tuition fees online.

The process has been designed to be simple and intuitive. Please note that as per the ESOS Act, an agent cannot accept an offer on behalf of a student – we have created this guide as we understand many agents will want to provide guidance to their students as part of the process.

We are constantly updating the system and will update this guide with new screenshots as the system develops.

Step 1:

The student has received an offer via email. The link on the offer letter will lead to this page:



Clicking 'Activate now' will bring the student to this page:



Activate account

PHEME – UWA Access Management System for students

Student Number	<input type="text"/>	Need help? Students Information for Students Contact University Library Staff, visitors and others Information for Staff Information for Visitors & Others Contact the IT Service Desk , telephone (+61 8) 6488 1515
Date of Birth	<input type="text"/>	
Terms and Conditions	<input type="checkbox"/> I agree to the Terms and conditions	
<input type="button" value="Next"/>		

By entering the student's UWA student number (available on the offer letter), entering their date of birth and agreeing to the terms and conditions, the student can set up their UWA student account. This will require creating a password (we call it a pheme password) for their account. This is the same account they will use when they are an enrolled student at UWA and will use it for the duration of their studies at UWA.

Step 2:


Once the student has set up their account, they can login to UWA Accept:

THE UNIVERSITY OF WESTERN AUSTRALIA		Q SEARCH	≡ MENU
Log in to the UWA network			
Welcome to The University of Western Australia's single sign-on (SSO) network login page. Signing in means you'll be able to access other services within this network without needing to log in again.			
Log in	Activating your account		
Staff, student or visitor ID:	<input type="text"/>	Logging on for the first time? Activate your account and create a password via our access system (PHEME).	
Password:	<input type="password"/>	<input type="button" value="Activate now >>"/>	
<input type="button" value="Log in >>"/>		Help	
Ending your session		For students For staff For visitors	
You will remain logged in to the UWA network until you close all web browser windows. To protect your privacy, ensure you close all browsers when you are finished. If you're using a public computer, it is advised you log out. Your SSO session will end after 30 minutes of inactivity.			
f in @ v		<input type="button" value="Give feedback >>"/>	

Using the password they just created and their UWA student number, the student will login to the system



Step 3:

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AUSTRALIA

Log out

UWA Accept
John Smith (12345678)

UWA Accept
[Frequently Asked Questions](#)
[Admissions home](#)
[askUWA](#)

Contact
Student Admissions Team
(+61) 816488 1234
admissions@uwa.edu.au

Give feedback »

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After logging in, the student can see a list of the different offers they have from UWA. By selecting the 'Accept' radio button next to the course they wish to proceed with, they can progress through the acceptance process – an Accept button will appear next to the course they select. If the student clicks this, they will progress through the process.



UWA Accept

John Smith (12345678) |

Congratulations! Accept your offer and study at one of the world's best universities.

Active offer(s)

Please choose your preferred offer:

You have TWO offers:				
	Accept	Defer	Decline	Offer expires
1. Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering Conditions of offer	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	12/01/2018
2. Bachelor of Biomedical Science - Anatomy and Human Biology (BP006) Semester 1, 2018 with a Direct Pathway to the Doctor of Dental Medicine Conditions of offer	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	12/01/2018

Proceed to accept »

Resolved offer(s)

Bachelor of Science - Biology (BP016788) Semester 1, 2016	Status: lapsed
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UWA Accept

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[Admissions home](#)

[askUWA](#)

Contact

Student Admissions Team

(+61) 856488 1234

admissions@uwa.edu.au

Give feedback »

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Step 4:

If a student has conditions against their offer, these must be satisfied prior to finalising the acceptance process. For example, we may wish to see an IELTS test or a finalised transcript



UWA Accept

John Smith (12345678)

Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering

Recent activity

Conditions of offer

Parent or Guardian
Consent

Are you sponsored?

Contract and Policy
Acceptance

Payment of fees

Complete
Acceptance

Conditions of offer ?

Your offer is conditional on meeting the requirements outlined below. You must upload official evidence to prove you have met these conditions. Upon meeting these conditions, your offer will automatically be unconditional.

CONDITION 1: This offer is made subject to evidence of successful completion of your A levels in Biology, Chemistry and Physics with a weighted average mark of 70% by the sighting of your academic transcript, certificate, and evidence the award is conferred according to the Regulations Concerning Academic Attainment in South Africa.

CONDITION 2: This offer is made subject to you providing a scanned copy of your passport details page.

Upload your supporting documents

Choose your document type

Attach a file from your computer

Upload file »

My uploads

NAME	TYPE	STATUS	NOTES
------	------	--------	-------

No uploads

[Cancel and go back to my offers](#)

Save for later

Submit and continue »

On this tab, students can upload documents that satisfy the conditions of their offer. The site is mobile friendly so, unless the conditions state otherwise, students can take a photo and upload evidence that they have satisfied their conditions.

This tab will then appear to have a yellow colour to signify that UWA Admissions staff will check the upload to determine whether the submitted document satisfies the condition(s) of the offer.

Once confirmed, the student and their agent will receive an email from UWA and be able to proceed through the acceptance process.

Students may have a unconditional offer from UWA. In such a case, this tab will not appear.

Step 5:

If the student will be under the age of 18 at the time of their course commencement, the Parent or Guardian Consent tab will appear.



UWA Accept

John Smith (12345678)

Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering

Recent activity

Conditions of offer
Pending review

Parent or Guardian Consent

Are you sponsored?

Contract and Policy Acceptance

Payment of fees

Complete Acceptance

Parent or Guardian Consent

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident.

[Parent or Guardian Consent form \(PDF, 100k\)](#)

Upload your scanned consent form

Please attach file from your computer

Upload file »

My uploads

NAME	STATUS	NOTES
No uploads		

[Cancel and go back to my offers](#)

Save for later

Submit and continue »

The student will have to download the Parent of Guardian consent form, complete it and upload it to UWA Accept.

This tab will then appear to have a yellow colour to signify that UWA Admissions staff will check the uploaded document.

Once confirmed, the student and their agent will receive an email from UWA and be able to proceed through the acceptance process.

Step 6:

Some students are sponsored by a third party – an organisation such an employer, a government body or diplomatic organisation. If a student is sponsored, they will select yes and the following screen will appear:



UWA Accept

John Smith (12345678)

Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering

Recent activity



Conditions of offer

Pending review



Parent or Guardian Consent

Pending review



Are you sponsored?



Contract and Policy Acceptance



Payment of fees



Complete Acceptance

Are you sponsored? ⓘ

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident.

Are you being sponsored?

YES ☒ NO ☐

Add your sponsor and upload your letter of financial guarantee

Type in the name of your sponsor

Please attach file from your computer



Upload file »

My uploads

NAME	STATUS	NOTES
LetterFinance.pdf	Uploaded Remove	

[Cancel and go back to my offers](#)

Save for later

Submit and continue »

The student will then be asked to upload evidence of this financial guarantee and attach appropriate documentation from their sponsorship organisation. This tab will then appear to have a yellow colour to signify that UWA Admissions staff will check the upload.

Once confirmed, the student will receive an email from UWA and be able to proceed through the acceptance process.

If a student indicates they are not sponsored, the following screen will appear and the student will be able to proceed when they click the 'submit and continue' button:



UWA Accept

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Recent activity

Conditions of offer
Pending review

Parent or Guardian
Consent
Pending review

Are you sponsored?

Contract and Policy
Acceptance

Payment of fees

Complete
Acceptance

Are you sponsored? ⓘ

At vero eos et accusamus et iusto odio dignissimos ducimus qui blanditiis praesentium voluptatum deleniti atque corrupti quos dolores et quas molestias excepturi sint occaecati cupiditate non provident.

Are you being sponsored?

YES ☐

NO ☒

[Cancel and go back to my offers](#)

Save for later

Submit and continue »

Step 7:

At this screen, the student must accept the offer contract with UWA. They will not be able to agree to the terms and conditions of the Acceptance Contract and Policy for Refund of Fees until they read the whole contract by scrolling through the contract.



UWA Accept

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Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering

Recent activity



Conditions of offer

Pending review



Parent or Guardian
Consent

Pending review



Are you sponsored?

Pending review



Contract and Policy
Acceptance



Payment of fees



Complete
Acceptance

Contract and Policy Acceptance ?

Acceptance contract

I, KIRSTY, hereby accept the offer of a place dated 26 May 2017, in the course specified below:

Course	BSc Medical Sciences
CRICOS Code	052340235
Annual Fee	\$40,000
Course Start Date	July 2017
Duration	3.5 years

Subject to the following conditions:

1. I understand that the annual course fee listed above is based on a standard full time student load for the year specified. I also understand that the tuition fee is subject to annual review in January of each year, and that annual tuition fee increases will not exceed 7.5% per annum.
2. I acknowledge that I am responsible for the costs of my accommodation and general living expenses.
3. The first payment shall be paid to The University of Western Australia upon acceptance of this offer. I understand that I can pay more of the tuition fees if I wish, but am not required to.
4. In subsequent semesters of re-enrolment, fees are to be paid no later than the end of week 1 of semester. The fee payable is based on actual enrolment load in each semester in accordance with condition 1 above.

Accept Terms

☐ YES, I agree to the terms and conditions of the Acceptance Contract and the Policy for Refund of Fees.

[Cancel and go back to my offers](#)

Save for later

Agree and continue »

Once they have read the contract, they can check the box and click 'Agree and Continue'



UWA Accept

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Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering

Recent activity



Conditions of offer

Pending review



Parent or Guardian
Consent

Pending review



Are you sponsored?

Pending review



Contract and Policy
Acceptance



Payment of fees



Complete
Acceptance

Contract and Policy Acceptance ?

1.2.4. A student who changes their enrolment (unit/s or course) on or prior to the Census Date for the teaching period will have their fees adjusted automatically. Any credit due will be offset against any subsequent enrolment.

1.3. No Refund

1.3.1. No refund of fees will be given to a student who withdraws from a course of study at the University or from one or more units, for whatever reason after the Census Date for the teaching period.

1.3.2. No refund of fees will be given to a student who is requested to leave Australia because of a breach of their student visa conditions.

1.3.3. No refund of fees will be given to a student who is requested to leave the University due to a breach of the University's Statutes, Regulations, and Policies.

2. Cancellation of Course by UWA

2.1. In the event that UWA is unable to deliver a course in full, an affected student will be offered a full refund of all the course money paid to date. The refund will be paid to the student within two weeks of the day on which the University ceases to offer the course.

2.2. Alternatively, the student may be offered enrolment in a suitable course delivered by UWA at no extra cost. The student will have the right to choose either a full refund of course fees, or to accept a place in another course. If placement in another course is preferred, the student will be asked to sign a document to indicate that they have accepted the placement.

Accept Terms

☐ YES, I agree to the terms and conditions of the Acceptance Contract and the Policy for Refund of Fees.

[Cancel and go back to my offers](#)


Save for later

Agree and continue »



Step 8:


On this screen, the student makes their payment. The fees payable on this screen should be the same as stated on the offer letter.


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Log out


UWA Accept
John Smith (12345678)
Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering


Recent activity


**Conditions of offer**
Approved

**Parent or Guardian Consent**
Approved

**Are you sponsored?**
Approved

**Contract and Policy Acceptance**
Approved

**Payment of fees**

**Complete Acceptance**

Payment of fees ⓘ

You are required to pay the First Payment at the time of signing your Offer and Acceptance. Once enrolled, you will be required to pay subsequent instalments of tuition fees as stated on your Statement of Account. Please refer to the payment methods for information on how to make payment. For full details and information about fees, please see your acceptance contract.

Description	Amount (AUD)
First payment	AUD \$40,000.00
UWA Overseas Student Health Cover - Single cover	AUD \$2,000.00
Total payment	AUD \$42,000.00

Payments

No payments

[Cancel and go back to my offers](#)

Save for later

Proceed to payment »

[Alternative payment methods](#)

If there is an error in the fees, the student should inform admissions@uwa.edu.au detailing the issue. For example, in rare cases, information around fee reduction scholarships may not come



through to this screen – in such a case, you can let us know.

Online payment
with OneStopSecure

Payment home | Pay invoice | My Account | Staff Sign in

Online payment
with OneStopSecure

Payment home | Pay invoice | My Account | Staff Sign in

Please complete the following details

Student number	12345678
Last name	Smith
First name	John
Email*	<input type="text"/>

Your payment receipt will be sent to this email.

Tuition Fees	\$ 13,250.00 AUD
Overseas Health Cover (OSHC)	\$ 150.00 AUD
Total amount	\$ 13,400.00 AUD

Choose payment amount*

You can provide multiple smaller payments.

[Process payment »](#)

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Contact | Student Admissions Team | (+61) 85488 1234 | [admissions@uwa.edu.au](#)

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The student can pay as much as they would like in any one transaction, our finance section will track the amount paid and the student can progress once the full amount is recognised as being paid. If a student chooses to pay by credit card, the following screen will appear:

Online payment
with OneStopSecure

Payment home | Pay invoice | My Account | Staff Sign in



Online payment
with OneStopSecure

Payment home | Pay invoice | My Account | Staff Sign in

To proceed with this payment, enter your card details and click **Pay Now** or select a different payment method.

Please enter your payment card details

Invoice number	INVT100000245
Amount	\$13,400.00
Fee	\$0.00
Email	john.smith@hotmail.com

Accepted cards  


Cardholder name

Credit card number

Expiry date

Security code (CCV) [What's this?](#)

Amount Payable \$13,400.00

Pay Now 

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Contact | Student Admissions Team | (+61) 85488 1234 | [admissions@uwa.edu.au](#)

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Paying via credit card, if successful, will allow a student to proceed to the final stage of acceptance.



It will also initiate the eCoE issuing process with UWA Admissions. Please note:

- For telegraphic transfers, a screenshot or evidence of the TT can be uploaded. Once confirmed as the correct amount by admissions, the student will be able to proceed. UWA's TT details are:


Name of Bank:	Westpac Banking Corporation
Payment To:	The University of Western Australia
Account Name:	The University of Western Australia – General Account
Branch & Account Number:	036054 – 304688
IBAN:	036054304688
Payment Details:	NAME + UWA Student ID
Instructions to Banker:	Send telegraphic transfer on "Credit account and advise" terms
Address:	109 St George's Terrace, Perth WA 6000
SWIFT Code:	WPACAU2S

- For payment with cheques or bank drafts, the cheque must be physically received by UWA
- For sponsored students, the payment tab will already show as green as when the sponsorship forms have been received and verified (see step 6)

From 4 January, 2018, students will be able to pay via Western Union – which will offer a number a payment methods and options depending on a student's home country.

Step 9:


Once payment has been confirmed, the student can click 'Finalise Acceptance' in the final tab to finalise their acceptance of offer.


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Log out


UWA Accept
John Smith (12345678)
Bachelor of Science - Engineering Science (BP004) Semester 1, 2018 with a Direct Pathway to the Master of Professional Engineering


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Approved

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Approved

 Complete Acceptance

Complete acceptance ⓘ
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Click to finalise acceptance
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

Accept offer »