

Offer Acceptance and Bank Transfer Payment Information

Please read your offer letter carefully as it contains important information that includes indicative annual tuition fees and the required deposit to finalise your offer acceptance.

To make your journey easier with La Trobe University, we have prepared this helpful information sheet to provide the University banking details and to guide you through the offer acceptance process.

Banking details – La Trobe University

Bank: **Westpac**
341 George Street,
SYDNEY, AUSTRALIA, 2000

BSB: **032000**

Acct No: **133774**

Name: **Latrobe University**

Swift : **WPACAU2S**

When you make the bank transfer, please kindly remember to include your **La Trobe Student (8 digits)** as the reference number.

Student ID is a unique identification across the University and can be found on your offer letter. Not quoting the Student ID will result in the delay in your funds being confirmed.

La Trobe University (LTU) and La Trobe College Australia (LTCA) are separate entities. Please ensure that your deposit is paid to the correct entity to avoid delay in your offer acceptance.

Step-by-step instructions with clear screenshots of the offer acceptance process have been provided below for:

- A) Direct applicants (please refer to page 3)
- B) Agency applications – for agents only (please refer to page 6)

How much is the deposit for acceptance?

The deposit amount can be found in your offer letter. The deposit is comprised of two main components:

- Tuition fee for your first intake; and
- Overseas Student Health Cover (OSHC) for the entire duration of your student visa.

Overseas Student Health Cover (OSHC)

An international student holding a student visa must have valid OSHC cover for the entire duration of their visa. OSHC must be paid in full and in advanced. Please refer to the [Department of Home Affairs website](#) for further information.

If you indicate that you want La Trobe University to arrange your OSHC on the offer acceptance form, we will arrange visa-length OSHC with our preferred provider [Medibank](#).

Alternatively, please inform the Admissions team before making any payment if you wish to arrange your own OSHC. The Admissions team will revise your offer letter to reflect tuition fee deposit only. You will be required to provide OSHC certificate for the visa-length duration to finalise your acceptance.

Offer acceptance steps

A) Direct applicants

- Step 1: Log onto our [online international application portal](#). Under Submitted Applications, locate your application. In the Actions drop-down menu, click 'Respond to Offer'.
- Step 2: Read through the details on the Respond to Offer page. When you are ready to accept your offer, select 'Accept Offer'.
- Step 3: Upload your signed Offer Acceptance form in the document box.
- Step 4: Read through the declaration section and tick the '*I acknowledge and agree that I have read, understood and accept the following terms and conditions*' check box.
- Step 5: Enter your full name to indicate that you agree with these conditions.
- Step 6: Enter your comments (if any) in the Comments box.
- Step 7: Click on 'Accept Offer'. Please disregard the prompt to make online payment if you have made the deposit payment via bank transfer.
- Step 8: Return to the [online international application portal](#). Navigate to My Documents on the top menu bar.
- Step 9: Scroll down to Attach A Document to An Existing Application and Notify The Institution section. Select the Application that you want to attach a document to and click 'Next'.
- Step 10: On the Add One Attachment with Notification page, select 'Payment Evidence' as the attachment type. In the Attachment drop-box, drag and drop evidence of your bank transfer. Click 'Send'.

SUBMITTED APPLICATIONS

Last Modified	Application Number	Course	Status	Action
18-Apr-2023 02:10 PM	50035635	Bachelor of Nursing School of Nursing & Midwifery	Conditional Offer Made	<div style="border: 1px solid #ccc; padding: 5px;">Actions ▾ View Activity Respond to Offer 1</div>

Offer Letter (PDF) [View Offer Letter](#) **2**

Accept Offer **2**
 Reject Offer
 Defer Offer

Upload signed Offer Acceptance form here:  Drag and drop your signed Offer Acceptance form here or click to upload **3**

* I acknowledge and agree that I have read, understood and accept the following terms and conditions: **4**

I accept this offer of enrolment at the La Trobe University.
I declare that I have sufficient funds to cover the tuition fees, health insurance and cost of living expenses for the duration of my course.
I declare that I have read, understood and accept the terms and conditions outlined within:
My letter of offer
The enclosed conditions of acceptance

Enter your full name below to indicate that you agree with these conditions:

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Pay by credit card or bank transfer

[Accept Offer](#) **7**

ATTACH A DOCUMENT TO AN EXISTING APPLICATION AND NOTIFY THE INSTITUTION

Upload additional supporting documents to an existing application.

Note: Documents uploaded to an Application can be seen by you, your agent (if you have one) and the institution you have applied to.

Select the Application that you want to attach a document to:

[50035635] Bachelor of Nursing (18-Apr-2023)

Next...

ADD ONE ATTACHMENT WITH NOTIFICATION

Attach a new document to your application [50035635]: **AGARWAL, Karan - Bachelor of Nursing** and send it to admissions.

To: Admissions

Subject: Attachment added to Application [50035635]: **AGARWAL, Karan - Bachelor of Nursing**

Message

Attachment added to application: 50035635

Attachment Type:

Payment Evidence

Attachment



Uploaded attachment will be added to this application and can be viewed in the View Activity page.

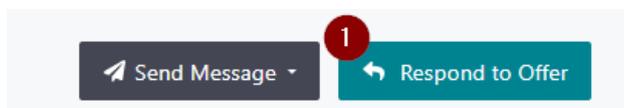
Please note that if you attach a document and navigate away from this page **without** clicking discard, **the document will remain attached to your application.**

Send

Discard

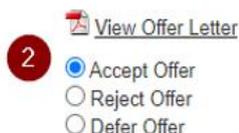
B) Agency applications – For agents only:

- Step 1: Log onto [StudyLink Connect's Partner Portal](#). Navigate to the application and click on "Respond to Offer".



- Step 2: Select 'Accept Offer' to accept the offer on behalf of your student.

Offer PDF:



- Step 3: Tick the 'Student has agreed to the following terms and conditions' check box.

Student has agreed to the following terms and conditions:

- Step 4: Enter the student's full name in the box below.

- Step 5: Enter your comments (if any) in the Comments box.

Comments:

- Step 6: Click on 'Accept Offer'.

- Step 7: Navigate to the Attachments tab and upload evidence of your bank transfer. Select 'Payment Evidence' as the document category. Click 'Upload Now'.

Applicant Details Application Form **Attachments** Payments Status History Messages

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Drag files here, or click to select

Only the following file types are accepted: .doc, .docx, .gif, .jpeg, .jpg, .pdf, .png, .ppt, .ppbx, .tif, .tiff, .txt, .xls, .xlsx

1 pending upload. Please select a category.

Upload Date	Size	Filename	Category
Pending Category	11.6 KB	Test.docx	Choose a category...
19 Dec 2023, 3:10 p.m.	337.1 KB	50040686_CW_JohnUK_TA001B_Letter_of_Offer.pdf	<input type="checkbox"/> <input type="checkbox"/>
15 Nov 2023, 6:05 p.m.	565.9 KB	Application[50079600].pdf	<input type="checkbox"/> <input type="checkbox"/>
15 Nov 2023, 6:04 p.m.	11.6 KB	Test.docx	<input type="checkbox"/> <input type="checkbox"/>
15 Nov 2023, 6:04 p.m.	11.6 KB	Test.docx	<input type="checkbox"/> <input type="checkbox"/>

Choose a category...

- Choose a category...
- Academic Transcript
- Acceptance Document
- Award Certificate
- Birth Certificate
- English Test Result
- Financial Document
- OSHC
- Payment Evidence**
- Passport
- Proof of Visa
- Statement of Purpose
- Unit Outlines / Syllabuses
- Work-related Documents
- Other

1 attachment pending upload. Please select 'Upload Now' to continue.

Upload Date	Size	Filename	Category	Upload All
Pending Upload	76.8 KB	Medibank OSHC Premium Sheet 1 May 2024.pdf	Payment Evidence	<input type="button" value="Upload Now"/>