



# Guide to Online Study

## Introduction

Welcome to the Shafston School of Business online learning platform. Our online courses offer the same high standard of academic learning and personalised learning support as our on-campus programs, but with the greater flexibility of distance learning. With interactive resources and intuitive interface powered by aXcelerate, students can access course materials, communicate with dedicated instructors, and collaborate with classmates from the comfort of their home. Whether you are seeking to validate your experience, undertake professional development or expand your horizons, Shafston School of Business offers Australians the pathway to achieve their goals.

## Enrolment and Payment

Select a course on the [business.shafston.edu](https://business.shafston.edu) website. Click “Enrol” and fill in all the requested information. Then, click “Submit”.

After you have submitted the online form, aXcelerate will automatically create a student account. You will need to select a payment method and pay all tuition fees to activate your account. Your account will be activated within 24 hours of payment. If you have any questions, please contact [Student Services](#). Note: Submitting incorrect information may lead to issues issuing a refund within the prescribed timeframe. Please refer to [Shafston's Refund Policy](#).

## Account & Login

Once your student account has been activated, an email will be sent to your personal email. Click on the link and follow the prompts to log into the learning platform.

The account username is your email address.

Your first log in will require you to set a password.

## Online Learning

All course content, learning materials, quizzes, and assessment tasks can be completed online via aXcelerate, Shafston's online learning platform.

Note: Please complete all learning modules according to the course delivery schedule. Failure to do so may lead to refund issues. Please refer to Shafston's Refund Policy.



## Certification

After you have completed your course, a digital version of your graduation certificate will be sent to your email. In the event that you require a physical copy of your graduation certificate, please contact student service. Additional charges may apply.

## Booking Online Meetings with a Trainer

If you require consultation during the course of your studies, you may schedule an online consultation session (Link) with your trainer.

## Student Service

For any other questions, please feel free to contact the Student Service team.

Email: [students@shafston.edu](mailto:students@shafston.edu)

Call: 07 3249 4111

AMICITIA ET DOCTRINA