

HIGHER EDUCATION DATA COLLECTIONS - STUDENT DATA COLLECTION 2018 REPORTING SCHEDULE

The following reporting schedule should be read in conjunction with the relevant scope documents.

Submission	Reporting Year	2017					2018												2019							
		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Course of Study	2018	1																								
Campus	2018	1																								
Student (a)	2018										31			31		31							31			
SA-HELP (b)	2018													31									31			
OS-HELP (b)	2018													31									31			
Unit of Study Completions	2018																							30		
Past Course Completions	2018																							30		
Commonwealth Scholarships	2018 Offers (c)						22					15														
	Commencing & Continuing													31									31			
Revisions (d)	Prior to each Student data reporting period and as required by provider																									
Verification (e) of student data	2018 half year	Commences September 15 - Sign Off by October												15												
	2018 full year																								15	
Verification (e) of completions data	2018 full year																								15	

Notes:

(a) For those providers notified by the department your student data must be reported within four weeks of any census date.

For all other higher education providers:

Student data to be reported 31 May 2018 is for units of study with a census date between 1 January and 31 March 2018.

Student data to be reported 31 August 2018 is for units of study with a census date between 1 April and 30 June 2018.

Student data to be reported 31 October 2018 is for units of study with a census date between 1 July and 31 August 2018.

Student data to be reported 31 March 2019 is for units of study with a census date between

(b) 1st half year – Unit of study census dates/debt incurral date between 1 January and 30 June.

2nd half year – Unit of study census dates between 1 July and 31 December.

(c) Commonwealth Scholarship (CS) Offers submission date 22 January 2018 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 22 January 2018 made to students for the 2018 reporting year.

Commonwealth Scholarship (CS) Offers submission date 15 June 2018 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 15 June 2018 made to students for the 2018 reporting year.

(d) Submit any outstanding revisions prior to each Student data reporting period to ensure accurate debt information is transferred to the ATO.

(e) For more information about the Verification process see the Checking and verifying your Data toolkit on HEIMSHelp.