



Australian Government

**Department of Education, Employment
and Workplace Relations**

Higher Education Student Data Collection



2005 Data Elements

ELEMENT NO. 300

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: RECORD-TYPE

ELEMENT NAME: Record type code

DESCRIPTION: A code which identifies the type of each record in each file

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
#	HELP registration identity record - part 1
\$	HELP registration identity record - part 2
%	HELP registration identity record - part 3
1	Identification record
2	Data record
3	HELP trailer record

CODING NOTES:

INPUT FILES: Course of Study (CO), Campus (CM), Unit of Study Completions (CU), HELP DUE (DU), Enrolment (EN), Load/Liability (LL), OS-HELP (OS), Past Course Completions (PS), Commonwealth Learning Scholarship (SS) , Revisions (RF) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 306

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: INSTITUTION

ELEMENT NAME: [Higher Education Provider](#) code

DESCRIPTION: A code which uniquely identifies the **Higher Education Provider**

CODE FORMAT: Data Type: Character
Units: Units: Code (numeric)
Width: 4

CLASSIFICATION: **CODE** **MEANING**
1000 to 9999 **Higher Education Provider** code issued by
DEST

CODING NOTES: Refer to [Appendix A - Codes and Names Used for Higher Education Providers](#).

Note: Codes 5000 to 5010 are reserved for Tertiary Admission centres.

INPUT FILES: HELP DUE (DU), Revisions (RF) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 20 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 307

FIRST YEAR: 1987

LAST YEAR:

FIELD NAME: COURSE

ELEMENT NAME: [Course](#) code

DESCRIPTION: A code which uniquely identifies each course within a **Higher Education Provider (HEP)**

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION: **CODE** **MEANING**
Any Data Code assigned by the [Higher Education Provider](#)

CODING NOTES: Assign a code to each course which uniquely identifies it within the HEP. The code should remain unchanged from year to year.

Every course that has Commonwealth Assisted and/ or domestic fee paying places must be included on this file.

INPUT FILES: Course of Study (CO), Campus (CM), HELP DUE (DU), Unit of Study Completions (CU), Enrolment (EN), Load/Liability (LL), OS-HELP (OS) , Past Course Completions (PS) & Revisions (RF)

PREPARED ON: 20 April 2005

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 308

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: COURSE-NAME
ELEMENT NAME: [Course](#) name - full
DESCRIPTION: The full name of the course
CODE FORMAT: Data Type: Character
Units: Text, left justified, with trailing blanks if needed
Width: 72
CLASSIFICATION: **CODE** **MEANING**
Any data Name assigned by the [Higher Education Provider](#)
CODING NOTES: The name is to be used in the generation of reports and must be as meaningful as possible.

The name assigned to each course should be unique and remain unchanged from year to year.
INPUT FILES: Course of Study (CO)
PREPARED ON: 21 July 1986

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 310

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-TYPE

ELEMENT NAME: [Course](#) of study type code

DESCRIPTION: A code which indicates the type of [higher education course](#)

CODE FORMAT: Data Type: Character

Units: Code (numeric), right justified, with a leading zero if needed

Width: 2

CLASSIFICATION: **CODE MEANING**

[Award Courses:](#)

- | | |
|----|---|
| 01 | • Higher Doctorate |
| 02 | • Doctorate by research |
| 12 | • Doctorate by coursework |
| 03 | • Master's by research |
| 04 | • Master's by coursework |
| 05 | • Postgraduate Qualifying or Preliminary (for Master's, Doctorate or Higher Doctorate) |
| 06 | • Graduate Diploma/ Postgraduate Diploma (pass or honours) involving new academic, professional or vocational area |
| 07 | • Graduate Diploma/ Postgraduate Diploma (pass or honours) extending skills and knowledge in a professional area previously studied |
| 11 | • Graduate Certificate |
| 08 | • Bachelor's Graduate Entry |
| 09 | • Bachelor's Honours |
| 10 | • Bachelor's Pass |
| 13 | • Associate degree |
| 20 | • Advanced Diploma (AQF terminology)/Diploma (pre-AQF terminology) |
| 21 | • Diploma (AQF terminology)/ Associate Diploma (pre-AQF terminology) |

- 22 • Other undergraduate award course

- 30 [Enabling course](#)
- 41 [Cross-provider program](#) for undergraduate courses at home Higher Education Provider
- 42 **Cross Provider** program for postgraduate courses at home Higher Education Provider
- 50 [Non-award course](#) (including [Bridging for overseas trained professionals](#))
- 60 [Open learning undergraduate studies](#)
- 61 [Open learning postgraduate studies](#)

CODING NOTES:

Code post-**course** legal studies programs which do not lead to an [award](#) of the [Higher Education Provider](#) as 22 (other **undergraduate award course**).

Code preparatory **courses** being undertaken by [fee-paying overseas](#) students as 22 (other **award course**).

For DEST coding purposes, Higher Doctorates include those awards which are granted in recognition of original work which was not conducted as part of a supervised candidature within the Higher Education Provider.

INPUT FILES:

Course of Study (CO)

PREPARED ON:

22 April 2004

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 312

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: SPECIAL-COURSE
ELEMENT NAME: Special [course](#) type code
DESCRIPTION: A code which identifies **courses** of special interest to DEST
CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 2

CLASSIFICATION:

CODE	MEANING
00	Not a course of special interest
15	An Australian Maritime College Special Course
21	A general nursing course required for initial registration
22	A course providing initial teacher training
23	A course leading to provisional registration as a medical practitioner

INPUT FILES: Course of Study (CO)
PREPARED ON: 21 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 313

FIRST YEAR:	1987				
LAST YEAR:					
FIELD NAME:	STUDENT-ID				
ELEMENT NAME:	Student identification code				
DESCRIPTION:	A code which uniquely identifies the student within the Higher Education Provider and remains constant from year to year				
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric), left justified, with trailing blanks if needed Width: 10				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>Any data</td><td>Code assigned by the Higher Education Provider</td></tr></tbody></table>	CODE	MEANING	Any data	Code assigned by the Higher Education Provider
CODE	MEANING				
Any data	Code assigned by the Higher Education Provider				
CODING NOTES:	<p>A student may make a number of separate course enrolments at an Higher Education Provider in the one year or over a number of years. Within the one Higher Education Provider, the identification code for the student must be constant across courses and over time. Where a student returns to an Higher Education Provider to resume a course or to undertake a new course, the identification code must be the same as that used at the time of the student's first enrolment at the Higher Education Provider.</p> <p>Where an Higher Education Provider is amalgamated with another Higher Education Provider this may lead to the need for the identification code for some students to be changed. In such circumstances, DEST should be consulted so that any arrangements which may be required to ensure continuity of the identification code can be agreed on.</p>				
INPUT FILES:	Unit of Study Completions (CU), HELP DUE (DU), Enrolment (EN), Load/Liability (LL), OS-HELP(OS), Past Course Completions (PS), Commonwealth Learning Scholarship (SS) , Revisions (RF) & Electronic Commonwealth Assistance (PO)				
PREPARED ON:	22 April 2004				

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 314

FIRST YEAR: 2000

LAST YEAR:

FIELD NAME: DATE-OF-BIRTH

ELEMENT NAME: Date of birth

DESCRIPTION: The day, month and year of birth of the [student](#)

CODE FORMAT: Data Type: Date
Units: YYYYMMDD, right justified (in each sub-field),
with a leading zero (in each sub-field) if needed
Width: 8 (1 four digit sub-field and 2 two digit sub-fields)

CLASSIFICATION:

CODE	MEANING
YYYYMMDD	Date of birth in YYYYMMDD format

CODING NOTES: YYYYMMDD 1st 4 digits - Year sub-field (e.g. 1957)
format:
2nd 2 digits - Month sub-field (e.g. 08)
3rd 2 digits - Day sub-field (e.g. 06)

Provision of full details of date of birth is required for all **students**. Where the data of birth cannot be provided, report '19010101'.

INPUT FILES: HELP DUE (DU), Enrolment (EN), Electronic Commonwealth Assistance (PO) & Past Course Completions (PS)

PREPARED ON: 18 May 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 315

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: GENDER

ELEMENT NAME: Gender code

DESCRIPTION: A code which identifies the sex of a [student](#)

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
F	Female
M	Male

CODING NOTES: The following additional codes are used in DEST datasets but were NOT reported by higher education providers:

CODE	MEANING
U	No information

[Higher Education Provider](#) should make a determination of the gender of the **student** where the information has not been provided by the **student**.

INPUT FILES: HELP DUE (DU), Enrolment (EN), Electronic Commonwealth Assistance (PO) & Past Course Completions (PS)

PREPARED ON: 22 August 1997

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 316

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: ABORIG-TORRES
ELEMENT NAME: [Aboriginal and Torres Strait Islander](#) code
DESCRIPTION: A code which identifies whether or not the [student](#) identifies herself or himself as being of **Aboriginal and/or Torres Strait Islander** descent
CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1
CLASSIFICATION:

CODE	MEANING
2	Neither Aboriginal nor Torres Strait Islander origin
3	Of Aboriginal origin
4	Of Torres Strait Islander origin
5	Of Aboriginal and Torres Strait Islander origin
9	No information

INPUT FILES: Student Enrolment (EN) & Past Course Completions (PS)
PREPARED ON: 12 March 1999

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 319

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: TERM-LOCATION
ELEMENT NAME: Location code of [term residence](#)
DESCRIPTION: The Australian postcode or overseas country code for the **residence** in which the [student](#) lives during the semester or term, as most recently advised prior to the [reference date](#)
CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 5
CLASSIFICATION:

CODE	MEANING
X1200 to X9299	Overseas country code from countries classification
X9999	Overseas country, but not classifiable
A0001 to A9998	Australian Postcode
99999	No information on location of residence

CODING NOTES: Refer to [Appendix C - Standard Australian Classification of Countries](#)
INPUT FILES: Student Enrolment (EN)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 320

FIRST YEAR:	2000										
LAST YEAR:											
FIELD NAME:	HOME-LOCATION										
ELEMENT NAME:	Location code of permanent home residence										
DESCRIPTION:	The Australian postcode or overseas country code of a student's permanent home residence										
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric) Width: 5										
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>X1200 to X9299</td><td>Overseas country code from countries classification</td></tr><tr><td>X9999</td><td>Overseas country, but not classifiable</td></tr><tr><td>A0001 to A9998</td><td>Australian Postcode</td></tr><tr><td>99999</td><td>No information on location of residence</td></tr></tbody></table>	CODE	MEANING	X1200 to X9299	Overseas country code from countries classification	X9999	Overseas country, but not classifiable	A0001 to A9998	Australian Postcode	99999	No information on location of residence
CODE	MEANING										
X1200 to X9299	Overseas country code from countries classification										
X9999	Overseas country, but not classifiable										
A0001 to A9998	Australian Postcode										
99999	No information on location of residence										
CODING NOTES:	<p>This code must reflect the permanent home residence and is to be provided by the student each year.</p> <p>The permanent home residence is where a student comes from, and not a temporary semester/term address. Overseas students would have an overseas country as their permanent home residence.</p> <p>Refer to Appendix C - Standard Australian Classification of Countries.</p>										
INPUT FILES:	Student Enrolment (EN) & Past Course Completions (PS)										
PREPARED ON:	13 November 1998										

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 327

FIRST YEAR:	2005																		
LAST YEAR:																			
FIELD NAME:	NEW-ADMISSION																		
ELEMENT NAME:	New basis for admission to current course																		
DESCRIPTION:	A code which identifies the main criterion used by the Higher Education Provider in granting the student admission to the current course																		
CODE FORMAT:	Data Type: Character Units: Code (numeric), right justified, with a leading zero if needed Width: 2																		
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>01</td><td>Not a commencing student</td></tr><tr><td></td><td>A commencing student who was admitted on the basis of:</td></tr><tr><td>31</td><td><ul style="list-style-type: none">A higher education course (Australian or overseas equivalent; complete or incomplete)</td></tr><tr><td>33</td><td><ul style="list-style-type: none">Secondary education undertaken at school, TAFE or other Higher Education Provider (Australian or overseas equivalent)</td></tr><tr><td>34</td><td><ul style="list-style-type: none">A TAFE award course other than a secondary education course (Australian or overseas equivalent; complete or incomplete)</td></tr><tr><td>36</td><td><ul style="list-style-type: none">Mature age special entry provisions</td></tr><tr><td>37</td><td><ul style="list-style-type: none">A professional qualification</td></tr><tr><td>29</td><td><ul style="list-style-type: none">Other basis</td></tr></tbody></table>	CODE	MEANING	01	Not a commencing student		A commencing student who was admitted on the basis of:	31	<ul style="list-style-type: none">A higher education course (Australian or overseas equivalent; complete or incomplete)	33	<ul style="list-style-type: none">Secondary education undertaken at school, TAFE or other Higher Education Provider (Australian or overseas equivalent)	34	<ul style="list-style-type: none">A TAFE award course other than a secondary education course (Australian or overseas equivalent; complete or incomplete)	36	<ul style="list-style-type: none">Mature age special entry provisions	37	<ul style="list-style-type: none">A professional qualification	29	<ul style="list-style-type: none">Other basis
CODE	MEANING																		
01	Not a commencing student																		
	A commencing student who was admitted on the basis of:																		
31	<ul style="list-style-type: none">A higher education course (Australian or overseas equivalent; complete or incomplete)																		
33	<ul style="list-style-type: none">Secondary education undertaken at school, TAFE or other Higher Education Provider (Australian or overseas equivalent)																		
34	<ul style="list-style-type: none">A TAFE award course other than a secondary education course (Australian or overseas equivalent; complete or incomplete)																		
36	<ul style="list-style-type: none">Mature age special entry provisions																		
37	<ul style="list-style-type: none">A professional qualification																		
29	<ul style="list-style-type: none">Other basis																		
INPUT FILES:	Student Enrolment (EN)																		
PREPARED ON:	10 February 2003																		

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 328

FIRST YEAR:	2000				
LAST YEAR:					
FIELD NAME:	COMMENCEMENT-DATE				
ELEMENT NAME:	Course commencement date				
DESCRIPTION:	A code which indicates the month and year in which the student commenced the current course for the first time				
CODE FORMAT:	Data Type: Date Units: YYYYMM, right justified (in each sub-field), with a leading zero (in each sub-field) if needed Width: 6 (1 four digit sub-field and 1 two digit sub-field)				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>YYYYMM</td><td>Date student commenced the course in YYYYMM format</td></tr></tbody></table>	CODE	MEANING	YYYYMM	Date student commenced the course in YYYYMM format
CODE	MEANING				
YYYYMM	Date student commenced the course in YYYYMM format				
CODING NOTES:	YYYYMM 1st 4 digits - Year sub-field (e.g. 1978) format: 2nd 2 digits - Month sub-field (e.g. 06) In some cases, what may be regarded by an Higher Education Provider as a course commencement may not be regarded as such by DEST. For the purpose of this collection, the Course Commencement Date is to be the date the student first consumes student load (EFTSL) in that course. Care will need to be exercised in determining what constitutes a course commencement and reference should be made to the definition of a commencing student in the Glossary. For OUA purposes, the course commencement date is to reflect the first time a student commenced a unit of study through the OUA.				
INPUT FILES:	Past Course Completions (PS)				
PREPARED ON:	22 April 2004				

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 329

FIRST YEAR:	2003												
LAST YEAR:													
FIELD NAME:	ATTENDANCE-MODE												
ELEMENT NAME:	Mode of attendance code												
DESCRIPTION:	A code which identifies the mode of attendance by which the student undertakes a unit of study .												
CODE FORMAT:	Data Type: Character Units: Code (numeric) Width: 1												
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>1</td><td>Internal Mode of Attendance at an on-shore or off-shore campus</td></tr><tr><td>2</td><td>External Mode of Attendance at an on-shore or off-shore campus</td></tr><tr><td>3</td><td>Multi-modal Mode of Attendance</td></tr><tr><td>4</td><td>Completed course for which ALL units of study have been completed either solely through the Open Universities Australia (OUA) or through the OUA and another Higher Education Provider.</td></tr><tr><td>5</td><td>Award granted on the basis of submission of original work which is not the result of supervised candidature within the Higher Education Provider.</td></tr></tbody></table>	CODE	MEANING	1	Internal Mode of Attendance at an on-shore or off-shore campus	2	External Mode of Attendance at an on-shore or off-shore campus	3	Multi-modal Mode of Attendance	4	Completed course for which ALL units of study have been completed either solely through the Open Universities Australia (OUA) or through the OUA and another Higher Education Provider .	5	Award granted on the basis of submission of original work which is not the result of supervised candidature within the Higher Education Provider.
CODE	MEANING												
1	Internal Mode of Attendance at an on-shore or off-shore campus												
2	External Mode of Attendance at an on-shore or off-shore campus												
3	Multi-modal Mode of Attendance												
4	Completed course for which ALL units of study have been completed either solely through the Open Universities Australia (OUA) or through the OUA and another Higher Education Provider .												
5	Award granted on the basis of submission of original work which is not the result of supervised candidature within the Higher Education Provider.												
CODING NOTES:	<p>If a student is attending an off-shore campus as an internal student at that campus, he/she is to be coded "1", not "2".</p> <p>The following additional codes are used in DEST datasets but were NOT reported by Higher Education Providers:</p> <table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>9</td><td>No information</td></tr></tbody></table> <p>For the Past Course Completions File, the code to be assigned for mode of attendance relates to the final year of attendance.</p> <p>Codes 4 and 5 are only to be used for reporting data in the Past Course Completion File.</p>	CODE	MEANING	9	No information								
CODE	MEANING												
9	No information												
INPUT FILES:	Student Load/Liability (LL) & Past Course Completions (PS)												
PREPARED ON:	16 June 2004												

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 330

FIRST YEAR:	2004								
LAST YEAR:									
FIELD NAME:	ATTENDANCE-TYPE								
ELEMENT NAME:	Type of attendance code								
DESCRIPTION:	A code which identifies whether a student is classified as being a full-time or part-time								
CODE FORMAT:	Data Type: Character Units: Code (numeric) Width: 1								
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0</td><td>For OUA and non-higher degree research student use only</td></tr><tr><td>1</td><td>Full-time attendance higher degree research student and course completions for all full-time students</td></tr><tr><td>2</td><td>Part-time attendance higher degree research student and course completions for all part-time students</td></tr></tbody></table>	CODE	MEANING	0	For OUA and non-higher degree research student use only	1	Full-time attendance higher degree research student and course completions for all full-time students	2	Part-time attendance higher degree research student and course completions for all part-time students
CODE	MEANING								
0	For OUA and non-higher degree research student use only								
1	Full-time attendance higher degree research student and course completions for all full-time students								
2	Part-time attendance higher degree research student and course completions for all part-time students								
CODING NOTES:	The following additional codes are used in DEST datasets but were NOT reported by Higher Education Providers: <table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>9</td><td>No information</td></tr></tbody></table> <p>If data other than "0" are reported for non-higher degree research students, DESTPAC will ignore them.</p> <p>For the Past Course Completions File, the code to be assigned for type of attendance relates to the final year of attendance.</p>	CODE	MEANING	9	No information				
CODE	MEANING								
9	No information								
INPUT FILES:	Student Enrolment (EN) & Past Course Completions (PS)								
PREPARED ON:	5 March 2003								

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 333

FIRST YEAR: 1997

LAST YEAR:

FIELD NAME: AOU

ELEMENT NAME: [Academic organisational unit](#) code

DESCRIPTION: A code assigned by the Higher Education Provider which uniquely identifies the **academic organisational unit** providing a unit of study or part of a unit of study

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing blanks if need
Width: 3

CLASSIFICATION: **CODE** **MEANING**
Any data **Academic organisational unit** code assigned by the **Higher Education Provider**

CODING NOTES: The code assigned to each **academic organisational unit** must uniquely identify it within the **Higher Education Provider** and should remain unchanged over the years.

INPUT FILES: Student Load/Liability (LL) & Revisions (RF)

PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 337

FIRST YEAR:	2005								
LAST YEAR:									
FIELD NAME:	INDUSTRY								
ELEMENT NAME:	Work experience in industry indicator								
DESCRIPTION:	An indicator of whether a unit of study consists wholly of work experience in industry								
CODE FORMAT:	Data Type: Character Units: Code (numeric) Width: 1								
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0</td><td>Student is not undertaking work experience in industry or student is undertaking work experience in industry where learning and performance is directed by the provider</td></tr><tr><td>1</td><td>Student is undertaking work experience in industry where learning and performance is not directed by the provider, but support is received from the provider</td></tr><tr><td>2</td><td>Student is undertaking work experience in industry where learning and performance is not directed by, and support is not received from, the provider</td></tr></tbody></table>	CODE	MEANING	0	Student is not undertaking work experience in industry or student is undertaking work experience in industry where learning and performance is directed by the provider	1	Student is undertaking work experience in industry where learning and performance is not directed by the provider, but support is received from the provider	2	Student is undertaking work experience in industry where learning and performance is not directed by, and support is not received from, the provider
CODE	MEANING								
0	Student is not undertaking work experience in industry or student is undertaking work experience in industry where learning and performance is directed by the provider								
1	Student is undertaking work experience in industry where learning and performance is not directed by the provider, but support is received from the provider								
2	Student is undertaking work experience in industry where learning and performance is not directed by, and support is not received from, the provider								
CODING NOTES:	<p>The Work Experience in Industry code indicates a domestic student's student contribution or tuition fee status:</p> <p>Students coded as "0" are not considered to be undertaking a unit of study consisting wholly of work experience in industry.</p> <p>Students coded as "1" are considered to be undertaking a unit of study consisting wholly of work experience in industry and the provider may charge a student contribution amount or tuition fee.</p> <p>Students coded as "2" are considered to be undertaking a unit of study consisting wholly of work experience in industry and the unit of study is contribution and tuition fee exempt.</p> <p>Overseas students may be coded on this element, but this does not affect the requirement that they must be charged the overseas student fee for the unit.</p> <p>A Work Experience in Industry unit of study for which no credit is given (and therefore has no EFTSL value), is not to be reported to DEST.</p>								
INPUT FILES:	Student Load/Liability (LL)								
PREPARED ON:	21 June 2004; updated 04 August 2005								

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 339

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: EFTSL
ELEMENT NAME: Equivalent Full-Time Student Load
DESCRIPTION: The [EFTSL](#) value representing the student load for a unit of study
CODE FORMAT: Data Type: Integer
Units: Numeric, left justified, with trailing zeros if needed
Width: 10
CLASSIFICATION: **CODE** **MEANING**
0000000001 **EFTSL** value (e.g. 0.125 is coded 0125000000)
to
1000000000
CODING NOTES:
INPUT FILES: Student Load/Liability (LL) File
PREPARED ON: 4 March 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 346

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: COUNTRY-BIRTH
ELEMENT NAME: Country of birth code
DESCRIPTION: A code representing the country of birth of a [student](#)
CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 4

CLASSIFICATION:

CODE	MEANING
1100	Student was born in Australia
1200 to 9299	Overseas country code from countries classification for student who was born outside Australia
9998	No information on country for student who was born outside Australia
9999	No information on whether born in Australia or not

CODING NOTES: Refer to [Appendix C - Standard Australian Classification of Countries](#)

INPUT FILES: Student Enrolment (EN) & Past Course Completions (PS)

PREPARED ON: 13 November 1998

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 347

FIRST YEAR:	2000														
LAST YEAR:															
FIELD NAME:	YEAR-ARRIVAL														
ELEMENT NAME:	Year of arrival in Australia														
DESCRIPTION:	The year in which a student not born in Australia first arrived in Australia														
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric), right justified, with leading zeros if needed Width: 4														
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0000</td><td>Student never arrived in Australia</td></tr><tr><td>0001</td><td>Student was born in Australia</td></tr><tr><td></td><td>Student not born in Australia and year of arrival in Australia:</td></tr><tr><td>1900 to 9999</td><td><ul style="list-style-type: none">• year of arrival in YYYY format</td></tr><tr><td>A998</td><td><ul style="list-style-type: none">• no information on year of arrival</td></tr><tr><td>A999</td><td>No information on whether student was born in Australia or not</td></tr></tbody></table>	CODE	MEANING	0000	Student never arrived in Australia	0001	Student was born in Australia		Student not born in Australia and year of arrival in Australia:	1900 to 9999	<ul style="list-style-type: none">• year of arrival in YYYY format	A998	<ul style="list-style-type: none">• no information on year of arrival	A999	No information on whether student was born in Australia or not
CODE	MEANING														
0000	Student never arrived in Australia														
0001	Student was born in Australia														
	Student not born in Australia and year of arrival in Australia:														
1900 to 9999	<ul style="list-style-type: none">• year of arrival in YYYY format														
A998	<ul style="list-style-type: none">• no information on year of arrival														
A999	No information on whether student was born in Australia or not														
INPUT FILES:	Student Enrolment (EN) & Past Course Completions (PS)														
PREPARED ON:	16 July 1999														

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 348

FIRST YEAR:	2000												
LAST YEAR:													
FIELD NAME:	LANGUAGE-HOME												
ELEMENT NAME:	Language spoken at home code												
DESCRIPTION:	A code indicating use of a language other than English at the student's permanent home residence												
CODE FORMAT:	Data Type: Character Units: Code (numeric), right justified, with leading zeros if needed Width: 4												
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0001</td><td>Student speaks only English at permanent home residence</td></tr><tr><td></td><td>Main language other than English spoken at permanent home residence:</td></tr><tr><td>1000 to 9799</td><td><ul style="list-style-type: none">• Non-English language code from languages classification</td></tr><tr><td>9998</td><td><ul style="list-style-type: none">• Non-English language spoken but no information on the language</td></tr><tr><td>9999</td><td>No information on whether or not a non-English language is spoken at permanent home residence by a student</td></tr></tbody></table>	CODE	MEANING	0001	Student speaks only English at permanent home residence		Main language other than English spoken at permanent home residence :	1000 to 9799	<ul style="list-style-type: none">• Non-English language code from languages classification	9998	<ul style="list-style-type: none">• Non-English language spoken but no information on the language	9999	No information on whether or not a non-English language is spoken at permanent home residence by a student
CODE	MEANING												
0001	Student speaks only English at permanent home residence												
	Main language other than English spoken at permanent home residence :												
1000 to 9799	<ul style="list-style-type: none">• Non-English language code from languages classification												
9998	<ul style="list-style-type: none">• Non-English language spoken but no information on the language												
9999	No information on whether or not a non-English language is spoken at permanent home residence by a student												
CODING NOTES:	Refer to Appendix D - Australian Standard Classification of Languages												
INPUT FILES:	Student Enrolment (EN) & Past Course Completions (PS)												
PREPARED ON:	13 November 1998												

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 350

FIRST YEAR:	2005
LAST YEAR:	
FIELD NAME:	COURSE-LOAD
ELEMENT NAME:	Course of study load
DESCRIPTION:	The aggregated EFTSL value for a course of study , summed across all units of study which meet the academic requirements for the course of study
CODE FORMAT:	Data Type: Integer Units: Numeric, right justified, with a leading zeros if needed Width: 2
CLASSIFICATION:	CODE MEANING 00 Non-award course, cross-provider program or OUA unit 01 to 99 EFTSL value expressed in tenths (e.g. 4.5 is coded "45")
CODING NOTES:	Where a student is undertaking a course for which another course of study was a pre-requisite, then the EFTSL for the first course of study should not be included as part of the course of study load. The value is to represent the Aggregated EFTSL for all years of the course, assuming that: <ul style="list-style-type: none">• the course is undertaken by a full-time student; and• the student undertakes a standard program of studies. If there are multiple entry points to the course of study, the value reported is to reflect entry at the lowest possible point (i.e. without any exemptions being granted).
INPUT FILES:	Course of Study (CO)
PREPARED ON:	13 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 354

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: UNIT-STUDY

ELEMENT NAME: [Unit of study](#) code

DESCRIPTION: A code which uniquely identifies a **unit of study**

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION: **CODE** **MEANING**
Any data Code assigned by the Higher Education Provider

CODING NOTES: The code assigned to each **unit of study** must uniquely identify it within the Higher Education Provider and must remain unchanged in each of the submissions of the Student Load/Liability File for a [reference year](#).

Where, for internal administration purposes, an Higher Education Provider uses more than one code for a single unit of study, only one of those unit of study codes should be reported.

INPUT FILES: Student Unit of Study Completions (CU), Student Load/Liability (LL) & Revisions (RF)

PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 355

FIRST YEAR:	1994										
LAST YEAR:											
FIELD NAME:	UNIT-STATUS										
ELEMENT NAME:	Unit of study completion status										
DESCRIPTION:	A code which identifies whether a student has completed, failed, withdrawn from, will commence later in the year or is still in the process of completing a unit of study										
CODE FORMAT:	Data Type: Character Units: Code (numeric) Width: 1										
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>1</td><td>Withdrew without penalty</td></tr><tr><td>2</td><td>Failed</td></tr><tr><td>3</td><td>Successfully completed all the requirements</td></tr><tr><td>4</td><td>Unit of study to be commenced later in the year or still in process of completing or completion status not yet determined</td></tr></tbody></table>	CODE	MEANING	1	Withdrew without penalty	2	Failed	3	Successfully completed all the requirements	4	Unit of study to be commenced later in the year or still in process of completing or completion status not yet determined
CODE	MEANING										
1	Withdrew without penalty										
2	Failed										
3	Successfully completed all the requirements										
4	Unit of study to be commenced later in the year or still in process of completing or completion status not yet determined										
CODING NOTES:	DEST will only be analysing any data provided for this element on the Unit of Study Completions Status File										
INPUT FILES:	Student Unit of Study Completions (CU)										
PREPARED ON:	22 April 2004										

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 358

FIRST YEAR:	2005														
LAST YEAR:															
FIELD NAME:	CITIZEN-RESIDENT														
ELEMENT NAME:	Citizen/resident indicator														
DESCRIPTION:	A code indicating a student's citizenship and residence status														
CODE FORMAT:	Data Type: Character Units: Code (numeric) Width: 1														
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>1</td><td>Australian citizen (including Australian citizens with dual citizenship)</td></tr><tr><td>2</td><td>New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status)</td></tr><tr><td>8</td><td>Students with permanent humanitarian visa</td></tr><tr><td>3</td><td>Students with Permanent visa other than Permanent humanitarian visa</td></tr><tr><td>4</td><td>Student has a temporary entry permit or is a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during this unit of study</td></tr><tr><td>5</td><td>Not one of the above categories and student is residing outside Australia during the unit of study</td></tr></tbody></table>	CODE	MEANING	1	Australian citizen (including Australian citizens with dual citizenship)	2	New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status)	8	Students with permanent humanitarian visa	3	Students with Permanent visa other than Permanent humanitarian visa	4	Student has a temporary entry permit or is a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during this unit of study	5	Not one of the above categories and student is residing outside Australia during the unit of study
CODE	MEANING														
1	Australian citizen (including Australian citizens with dual citizenship)														
2	New Zealand citizen or a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative, excluding those with Australian citizenship. (Note: includes any such persons who have Permanent Resident status)														
8	Students with permanent humanitarian visa														
3	Students with Permanent visa other than Permanent humanitarian visa														
4	Student has a temporary entry permit or is a diplomat or a dependent of a diplomat (except New Zealand) and resides in Australia during this unit of study														
5	Not one of the above categories and student is residing outside Australia during the unit of study														
CODING NOTES:	The following additional codes are used in DEST datasets but were not reported by higher education providers. <table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>9</td><td>No information.</td></tr></tbody></table> Code overseas students residing overseas as "5"	CODE	MEANING	9	No information.										
CODE	MEANING														
9	No information.														
INPUT FILES:	Student Load/Liability (LL) & Past Course Completions (PS)														
PREPARED ON:	4 March 2004														

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 367

FIRST YEAR:	1994								
LAST YEAR:									
FIELD NAME:	PRIOR-EXEMPTION								
ELEMENT NAME:	Prior studies exemption /status								
DESCRIPTION:	A code which identifies the extent to which exemption or status from the course's total requirements over all its stages were granted by the reference date of the first year of enrolment in the course								
CODE FORMAT:	Data Type: Character Units: Code (numeric), right justified, with leading zeros if needed Width: 2								
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>00</td><td>Not a commencing student</td></tr><tr><td>00</td><td>Commencing student for whom no exemption or status granted by the reference date in the first year of enrolment</td></tr><tr><td>01 to 99</td><td>Commencing student; percentage of the course's requirements over all its stages, for which exemption was granted by the reference date in the first year of enrolment</td></tr></tbody></table>	CODE	MEANING	00	Not a commencing student	00	Commencing student for whom no exemption or status granted by the reference date in the first year of enrolment	01 to 99	Commencing student ; percentage of the course's requirements over all its stages, for which exemption was granted by the reference date in the first year of enrolment
CODE	MEANING								
00	Not a commencing student								
00	Commencing student for whom no exemption or status granted by the reference date in the first year of enrolment								
01 to 99	Commencing student ; percentage of the course's requirements over all its stages, for which exemption was granted by the reference date in the first year of enrolment								
CODING NOTES:	*If data other than "00" are reported for non-commencing students, DESTPAC will ignore the data during edit validations.								
INPUT FILES:	Student Enrolment (EN)								
PREPARED ON:	27 August 1997; *rev 8 October 2001								

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 368

FIRST YEAR:	1994																				
LAST YEAR:																					
FIELD NAME:	EXEMPT-INST																				
ELEMENT NAME:	Exemption/status Higher Education Provider code																				
DESCRIPTION:	A code indicating the Higher Education Provider or type of Higher Education Provider where the studies for which the exemption or status was granted were undertaken																				
CODE FORMAT:	Data Type: Character Units: Code (numeric), right justified, with leading zeros if needed Width: 4																				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0001</td><td>Not a commencing student</td></tr><tr><td>0001</td><td>Commencing student but no exemption granted</td></tr><tr><td>1000 to 8000;</td><td>Higher Education Provider code for a commencing student and exemption was granted on the basis of prior higher education studies undertaken at that Higher Education Provider in Australia</td></tr><tr><td>8005 to 9999</td><td>Higher Education Provider in Australia</td></tr><tr><td></td><td>A commencing student for whom exemption was granted on the basis of:</td></tr><tr><td>8001</td><td>prior TAFE studies undertaken at a TAFE Higher Education Provider in Australia</td></tr><tr><td>8002</td><td>studies at an education Higher Education Provider outside Australia</td></tr><tr><td>8003</td><td>work experience inside or outside Australia</td></tr><tr><td>8004</td><td>other</td></tr></tbody></table>	CODE	MEANING	0001	Not a commencing student	0001	Commencing student but no exemption granted	1000 to 8000;	Higher Education Provider code for a commencing student and exemption was granted on the basis of prior higher education studies undertaken at that Higher Education Provider in Australia	8005 to 9999	Higher Education Provider in Australia		A commencing student for whom exemption was granted on the basis of:	8001	prior TAFE studies undertaken at a TAFE Higher Education Provider in Australia	8002	studies at an education Higher Education Provider outside Australia	8003	work experience inside or outside Australia	8004	other
CODE	MEANING																				
0001	Not a commencing student																				
0001	Commencing student but no exemption granted																				
1000 to 8000;	Higher Education Provider code for a commencing student and exemption was granted on the basis of prior higher education studies undertaken at that Higher Education Provider in Australia																				
8005 to 9999	Higher Education Provider in Australia																				
	A commencing student for whom exemption was granted on the basis of:																				
8001	prior TAFE studies undertaken at a TAFE Higher Education Provider in Australia																				
8002	studies at an education Higher Education Provider outside Australia																				
8003	work experience inside or outside Australia																				
8004	other																				
CODING NOTES:	Refer to Appendix A - Codes and Names Used for Higher Education Providers . Where exemption was granted on a combination of codes, then the code to be assigned relates to that code contributing to the largest part of the exemption . *If data other than "0001" are reported for non-commencing students, DESTPAC will ignore the data during edit validations.																				
INPUT FILES:	Student Enrolment (EN)																				
PREPARED ON:	22 April 2004																				

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 369

FIRST YEAR:	1999										
LAST YEAR:											
FIELD NAME:	TERT-ENT-SCORE										
ELEMENT NAME:	Tertiary entrance score										
DESCRIPTION:	A code indicating the tertiary entrance score obtained by a student commencing an undergraduate award course										
CODE FORMAT:	Data Type: Character Units: Code (numeric), right justified, with leading zeros if needed Width: 3										
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>001</td><td>Not a student commencing an undergraduate award course</td></tr><tr><td>030 to 100</td><td>Tertiary entrance score (reported as a common index – see coding notes) for a student commencing an undergraduate award course and who meets both these criteria:<ul style="list-style-type: none">• is a domestic student; and• completed the major Year 12 examination in the current year or prior year in any Australian State/Territory</td></tr><tr><td>998</td><td>A student commencing an undergraduate award course who meets the above two criteria but for whom no tertiary entrance score is available</td></tr><tr><td>999</td><td>A student commencing an undergraduate award course but who does not meet the above criteria</td></tr></tbody></table>	CODE	MEANING	001	Not a student commencing an undergraduate award course	030 to 100	Tertiary entrance score (reported as a common index – see coding notes) for a student commencing an undergraduate award course and who meets both these criteria: <ul style="list-style-type: none">• is a domestic student; and• completed the major Year 12 examination in the current year or prior year in any Australian State/Territory	998	A student commencing an undergraduate award course who meets the above two criteria but for whom no tertiary entrance score is available	999	A student commencing an undergraduate award course but who does not meet the above criteria
CODE	MEANING										
001	Not a student commencing an undergraduate award course										
030 to 100	Tertiary entrance score (reported as a common index – see coding notes) for a student commencing an undergraduate award course and who meets both these criteria: <ul style="list-style-type: none">• is a domestic student; and• completed the major Year 12 examination in the current year or prior year in any Australian State/Territory										
998	A student commencing an undergraduate award course who meets the above two criteria but for whom no tertiary entrance score is available										
999	A student commencing an undergraduate award course but who does not meet the above criteria										
CODING NOTES:	<p>The tertiary entrance score to be reported is the integer portion of the value for the common index that has been agreed by MCEETYA (NSW: UAI; SA and NT: TER; Tas: TER; Vic: ENTER; WA: TER.). For Higher Education Providers in Queensland, the “OP's” values are to be converted to an equivalent value for the common index.</p> <p>The values for the common index will range from 99.95 to 30.00. Those values are to be reported with no fractional portion. The fractional portion may be disregarded or rounded.</p> <p>Therefore the values to be reported must fall within the range of 030 to 100.</p> <p>From 1999, students who should be coded “999” may be coded 030 to 100. DESTPAC will identify such students using Element 358 (Citizen/resident indicator).</p> <p>*If data other than "001" are reported for non-commencing students, DESTPAC will ignore the data during edit validations.</p>										
INPUT FILES:	Student Enrolment (EN)										
PREPARED ON:	4 September 1998; *rev 8 October 2001										

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 380

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: LIABILITY-STATUS
ELEMENT NAME: Liability-status
DESCRIPTION: A code which identifies, for an enrolment in a course the liability status for HECS-HELP, FEE-HELP, OS-HELP.
CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 2
CLASSIFICATION: **CODE** **MEANING**

CODING NOTES: For ATO purpose only, Element 380 (Liability status codes) will be concorded to [Element 490](#) (Student status):

E380	E490	Loan Scheme
		HECS-HELP
80	110	Deferred all or part of student contribution through HECS-HELP
80	201	Deferred all or part of the student contribution through HECS-HELP
		FEE-HELP
81	220	Deferred all or part of the tuition fee through FEE-HELP
81	230	Deferred all or part of Award or Enabling course tuition fee through FEE-HELP
81	231	Deferred all or part of Employer reserved place tuition fee through FEE-HELP
81	232	Deferred all or part of OUA tuition fee through FEE-HELP
81	233	Deferred all or part of BOTP tuition fee through FEE-HELP
		OS-HELP
82	240	Received loan through OS-HELP

INPUT FILES: DU (ATO purpose only)
PREPARED ON: 08 June 2005

ELEMENT NO. 381

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: AMT-PAID
ELEMENT NAME: Amount paid up front
DESCRIPTION: The amount which has been paid for the unit of study
CODE FORMAT: Data Type: Integer
Units: Numeric, right justified, with leading or trailing zeros if needed
Width: 8

CLASSIFICATION:

CODE	MEANING
00000000	No amount has been paid
00000001 to 99999999	Amount paid, including cents

CODING NOTES: Amounts for exempt students and overseas students need to be reported as 00000000.

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

If the student is in an Employer reserved place, the amount paid must only be the amount paid by the student. It must not include the employer contribution.

A student's HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.

HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred (Element 490 (Student status) codes 110 or 201) for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.

Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 80% of the amount reported at Element 384 (Amount charged).

INPUT FILES: Student Load/Liability (LL)

PREPARED ON: 10 February 2005

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 384

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: AMT-CHARGED

ELEMENT NAME: Total amount charged

DESCRIPTION: Amount charged for the unit of study.

CODE FORMAT: Data Type: Integer
Units: Numeric, right justified, with leading or trailing zeros if needed
Width: 8

CLASSIFICATION:

CODE	MEANING
00000000	Nil liability
00000001 to 99999999	Amount charged, including cents

CODING NOTES: Amounts for exempt students and overseas students need to be reported as 00000000. For FEE-HELP undergraduate courses this must exclude the 20% Loan Fee which is reported separately in Element 529 (Loan fee)

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

If the student is in an Employer reserved place, the amount charged must only be the amount charged of the student. It must not include the employer contribution amount.

A student's HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.

HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred (Element 490 (Student status) codes 110 or 201) for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.

INPUT FILES: Student Load/Liability (LL)

PREPARED ON: 11 February 2005

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 385

FIRST YEAR: 1994

LAST YEAR:

FIELD NAME: TOTAL-EXEMPTION

ELEMENT NAME: Total [exemption](#) granted

DESCRIPTION: The percentage of the [course's](#) requirements over all its stages for which **exemption** was granted by the time the requirements of the **course** were completed

CODE FORMAT: Data Type: Character
Units: Code (numeric), right justified, with a leading zero if needed
Width: 2

CLASSIFICATION: **CODE MEANING**
00 to 99 Percentage of the **course's** requirements over all its stages, for which **exemption** was granted by the time the requirements of the **course** were completed

CODING NOTES:

INPUT FILES: Past Course Completions (PS)

PREPARED ON: 24 December 1993

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 386

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: DISABILITY
ELEMENT NAME: Disability
DESCRIPTION: An eight-character code indicating responses to three questions about disabilities
CODE FORMAT: Data Type: Character
Units: Eight single-numeric fields
Width: 8

CLASSIFICATION:	CHARACTER	CODE	DERIVATION
1st character	0		<u>Student</u> did not indicate the existence of a disability, impairment or long term medical condition
	1		Student indicated that she/he has a disability, impairment or long term medical condition
2nd character	2		Student indicated that she/he does not have a disability, impairment or long term medical condition
	0		Student did not indicate she/he has a hearing disability
3rd character	1		Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a hearing disability
	0		Student did not indicate she/he has a learning disability
4th character	1		Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a learning disability
	0		Student did not indicate she/he has a mobility disability
5th character	1		Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a mobility disability
	0		Student did not indicate she/he has a visual disability
6th character	1		Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a visual disability
	0		Student did not indicate she/he has a medical disability
7th character	1		Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has a medical disability
	0		Student did not indicate she/he has an other disability
	1		Student indicated that she/he has a disability, impairment or long term medical condition and that she/he has an other disability

8th character	0	Student did not indicate that she/he has a disability
	1	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he would like to receive advice on support services, equipment and facilities
	2	Student indicated that she/he has a disability, impairment or long term medical condition and that she/he does not wish to receive advice on support services, equipment and facilities

CODING NOTES: A **student** may indicate more than one disability, impairment or long term medical condition.

Data are to be collected using the following questions:

Q1 Do you have a disability, impairment or long term medical condition which may affect your studies?

Yes No

Q2 If “yes” to Q1, please indicate the area/s of impairment:

- hearing
- learning
- mobility
- vision
- medical
- other

Q3 If “yes” to Q1, would you like to receive advice on support services, equipment and facilities which may assist you?

Yes No

INPUT FILES: Student Enrolment (EN) & Past Course Completions (PS)

PREPARED ON: 11 April 2002

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 390

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: ELIGIBILITY

ELEMENT NAME: [Permanent resident eligibility](#) for HELP Assistance

DESCRIPTION: A code which identifies details about citizenship, **Permanent Resident Status** and Permanent Visa status

CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1

CLASSIFICATION:	CODE	MEANING
	0	Australian citizen or holder of a permanent humanitarian visa
	0	Permanent visa holder (other than permanent humanitarian visa holder) or New Zealand citizen who is Commonwealth supported and who began the course on or after 1 January 2005
	0	Overseas student
	0	Permanent visa holder who is a non-Commonwealth supported and who has requested FEE-HELP for a bridging course trained professionals course.
	0	Permanent visa holder or New Zealand citizen who is exempt from payment of student contribution or tuition fee
	0	Permanent visa holder or New Zealand citizen who is non-Commonwealth supported and who has not requested FEE-HELP
	1	Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is eligible for HECS-HELP
	1	Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who commenced the course before 1 January 1996, and which is eligible for HECS-HELP
	1	Non-Commonwealth supported pre-2005 PELS student with a permanent visa (other than a permanent humanitarian visa) who has requested and is eligible for FEE-HELP
	2	Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is not eligible for HECS HELP because they are residing overseas
	2	Commonwealth supported pre-2005 HECS student who is a New Zealand citizen who is not eligible for HECS-HELP because they are residing overseas
	2	Non-Commonwealth supported pre-2005 PELS student with a permanent visa who has requested but is not eligible for FEE-HELP because the student is residing overseas
	3	Commonwealth supported pre-2005 HECS student with a permanent visa (other than a permanent humanitarian visa) who is not eligible for HECS HELP because the student meets the prescribed residency requirements and first met them more than 12 months ago
	3	Commonwealth supported pre-2005 HECS student

who is a New Zealand citizen who is not eligible for HECS-HELP because the student commenced the course on or after 1 January 1996

- 3 Non-Commonwealth supported pre-2005 PELS student with a permanent visa who is not eligible for FEE-HELP because the student satisfies the residency test and first satisfied it more than 12 months ago

CODING NOTES:

Students coded "1" are permanent residents who are eligible for HECS-HELP or FEE-HELP assistance.

Students coded "2" or "3" are permanent residents who are not eligible for HECS-HELP or FEE-HELP assistance.

INPUT FILES:

Student Load/Liability (LL)

PREPARED ON:

19 October 2004

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 392

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: MAXIMUM STUDENT CONTRIBUTION

ELEMENT NAME: Maximum student contribution indicator

DESCRIPTION: A code that indicates which maximum student contribution was used in calculating the student contribution amount

CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
0	Student is student contribution exempt, or is a non-Commonwealth supported student
0	Student contribution has been calculated using the maximum for pre-2005 HECS students who began their course of study before 1 January 1997
1	Student contribution has been calculated using the maximum for pre-2005 HECS students who began their course of study on or after 1 January 1997 but before 1 January 2005
2	Student contribution has been calculated using the maximum for students who began their course of study on or after 1 January 2005

CODING NOTES: OUA is to use a "0" for all students.

INPUT FILES: Student Load/Liability (LL)

PREPARED ON: 21 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 394

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-OF-STUDY-NAME

ELEMENT NAME: Course of study name

DESCRIPTION: The full name of a course of study

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 72

CLASSIFICATION: **CODE** **MEANING**
Any text or Name assigned by the Higher Education Provider numbers

CODING NOTES: The same code may be used in more than one record in the Course of Study File.

The name is to be used in the generation of reports and must be as meaningful as possible.

The code does not need to remain unchanged from year to year.

INPUT FILES: Course of Study (CO) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 3 May 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 402

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: STUDENT-SURNAME
ELEMENT NAME: [Student](#) surname
DESCRIPTION: The surname of the **student**
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 30
CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 4 April 2001

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 403

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: STUDENT-GIVEN1
ELEMENT NAME: [Student](#) given name - first
DESCRIPTION: The first given name of the **student**
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 15
CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 4 April 2001

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 404

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: STUDENT-OTHERNAM
ELEMENT NAME: [Student](#) given name - others
DESCRIPTION: The other given name or names of the **student**
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 30
CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 4 April 2001

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 405

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: STUDENT-TITLE
ELEMENT NAME: [Student](#) title
DESCRIPTION: The title used with a **student's** name
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 15
CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data
CODING NOTES:
INPUT FILES: HELP DUE (DU)
PREPARED ON: 24 August 1988

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 406

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: STUDENT-POSTAL1
ELEMENT NAME: Postal address - Part 1
DESCRIPTION: The first part of the postal address for correspondence to be sent to the [student](#)
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 38
CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data
CODING NOTES: All characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 24 August 1988

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 407

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: STUDENT-POSTAL2
ELEMENT NAME: Postal address - part 2
DESCRIPTION: The second part of the postal address for correspondence to be sent to the [student](#)
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 38
CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data
CODING NOTES: All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character MUST NOT be a space.
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 24 August 1988

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 409

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: STUDENT-POCODE
ELEMENT NAME: Postal address - postcode
DESCRIPTION: The postcode or overseas country code of the postal address for correspondence to be sent to the [student](#)
CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), right justified with leading zeros if needed
Width: 4
CLASSIFICATION: **CODE** **MEANING**
bbb (4 Overseas country
spaces)
0001 to 9999 Australian postcode
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 21 March 2002

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 410

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: HOME-PART1

ELEMENT NAME: Address of [permanent home residence](#) - Part 1

DESCRIPTION: The first part of the address for the [student's permanent home residence](#)

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data

CODING NOTES: This code must reflect the **permanent home residence** and is to be provided by the **student** each year.

Wherever possible, the physical address rather than the postal address should be provided.

All characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.

INPUT FILES: HELP DUE (DU)

PREPARED ON: 14 December 1988

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 411

FIRST YEAR: 1989

LAST YEAR:

FIELD NAME: HOME-PART2

ELEMENT NAME: Address of [permanent home residence](#) - part 2

DESCRIPTION: The second part of the address for the [student's permanent home residence](#)

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student** data

CODING NOTES: This code must reflect the **permanent home residence** and is to be provided by the **student** each year.

Wherever possible, the physical address rather than the postal address should be provided.

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character **MUST NOT** be a space.

INPUT FILES: HELP DUE (DU)

PREPARED ON: 14 December 1988

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 413

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: HOME-POCODE

ELEMENT NAME: Address of [permanent home residence](#) - postcode

DESCRIPTION: The Australian postcode or overseas country code for the [student's permanent home residence](#)

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), right justified with leading zeros if needed
Width: 4

CLASSIFICATION: **CODE** **MEANING**
bbb (4 Overseas country
spaces)
0001 to 9999 Australian postcode

CODING NOTES: This code must reflect the **permanent home residence** and is to be provided by the **student** each year.

Wherever possible, the postcode for the physical address rather than for the postal address should be provided.

INPUT FILES: HELP DUE (DU)

PREPARED ON: 21 March 2002

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 414

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: HELP-DEBT
ELEMENT NAME: HELP Debt
DESCRIPTION: The HELP debt amount due
CODE FORMAT: Data Type: Integer
Units: Numeric, right justified with leading zeros if needed
Width: 5
CLASSIFICATION:

CODE	MEANING
00001 to 99999	Liability amount truncated in dollars, with cents disregarded

CODING NOTES: Values less than 10000 must have leading zeros, NOT spaces. For example, 585 is to be expressed as "00585".

The value reported must also include the loan fee where appropriate.

The HELP debt to be reported is calculated thus:

- (i) HECS-HELP
- If Element 490 (Student status code) = 110 or 201 then calculate the "real value" of Element 381 (Amount paid up front) thus:
 -

For all records on the Student Load /Liability file for a student /course of study / unit of study census date, sum all values for Element 381 (Amount paid up front) and Element 384 (Total amount charged), then;

- If the summed values of Element 381 (Amount paid up front) is greater than or equal to \$500, then the "real value" of Element 381 is (Element 381 times 1.25)
- If the summed values of Element 381 (Amount paid up front) is less than \$500,
 - and the summed values are 80% of the summed values for Element 384 (Total amount charged), then the "real value" of Element 381 is (Element 381 times 1.25).
 - and the summed values are less than 80% of the summed values for Element 384 (Total amount charged), then the "real value" of Element 381 is equal to Element 381.
- Subtract the "real value" of Element 381 (Amount paid up front) from Element 384 (Total amount charged) to get the "residual debt" for the Student

Load/Liability records.

(ii) FEE-HELP

- If Element 490 (Student status code) equals 220, 230, 231, 232, or 233 and Element 381 (Amount paid up front) is less than Element 384 (Total amount charged), then the "residual debt" is calculated thus:
- Subtract Element 381 (Amount paid up front) from Element 384 (Total amount charged) and add the value reported for Element 529 (Loan fee).

(iii) OS-HELP

- If Element 490 (Student status code) equals 240, and Element 528 (Amount of OS-HELP payment) is greater than zero, then
- Add the value reported for Element 528 (OS-HELP Debt amount) and the value reported for Element 529 (Loan fee).

INPUT FILES: HELP DUE (DU)

PREPARED ON: 21 June 2004

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 415

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: SUBMISSION/YEAR
ELEMENT NAME: Submission/year code
DESCRIPTION: The submission and year to which data relate
CODE FORMAT: Data Type: Character
Units: YYYYs
Width: 5 (1 four digit year sub-field and 1 one digit sub-field)
CLASSIFICATION: **CODE** **MEANING**
19891 to 99992 Submission/year in YYYYs format
CODING NOTES: YYYYs 1st 4 digits - Year sub-field (e.g. 1989)
format: 2nd 1 digit - Submission sub-field coded as "1" or "2"
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 19 June 2001

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 416

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: TF-NUMBER

ELEMENT NAME: Tax file number

DESCRIPTION: The tax file number for a [student](#)

CODE FORMAT: Data Type: Integer, right justified with leading zeros if required
Units: Numeric
Width: 11

CLASSIFICATION: CODE MEANING

00NNNNNNNNN Tax File Number, with the number
00NNNNNNNNN being a number that satisfies
the ATO's Tax File Number checking algorithm

CODING NOTES: From 1 January 2005, the Tax File Number coding 0099999999 is no longer valid, the Australian Taxation Office will no longer accept certificate TFNs in any files from 2005.

INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 20 April 2005

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 417

FIRST YEAR: 1989
LAST YEAR:
FIELD NAME: PAD00
ELEMENT NAME: Pad00
DESCRIPTION: A code used to fill locations in a record with the number 00
CODE FORMAT: Data Type: Integer
Units: Numeric
Width: 2
CLASSIFICATION: **CODE MEANING**
00 Positions filled with number 00
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 1 October 1994

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 418

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: IDENTITY
ELEMENT NAME: Type of identity
DESCRIPTION: A code which identifies the HELP registration identity record in the file
CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 14
CLASSIFICATION: **CODE** **MEANING**
IDENTREGISTER1 First HELP registration identity record
IDENTREGISTER2 Second HELP registration identity record
IDENTREGISTER3 Third HELP registration identity record
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 1 October 1994

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 419

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: PAD8
ELEMENT NAME: Pad8
DESCRIPTION: A code used to fill a location in a record with the number 8
CODE FORMAT: Data Type: Integer
Units: Numeric
Width: 1
CLASSIFICATION: **CODE MEANING**
8 Position filled with an 8
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 1 October 1994

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 420

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: RUN-TYPE
ELEMENT NAME: Run type code
DESCRIPTION: A code used to distinguish whether data in a file relates to test data or production data
CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 1
CLASSIFICATION: **CODE MEANING**
P Production data
T Test data (not for normal use)
CODING NOTES: Data supplied to the ATO must be coded "P".
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 1 October 1994

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 421

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: END-SUBMISSION
ELEMENT NAME: Submission date
DESCRIPTION: A date indicating the year and submission to which a file relates
CODE FORMAT: Data Type: Date
Units: YYYYMMDD, right justified (in each sub-field),
with a leading zero (in each sub-field) if needed
Width: 8 (1 four digit sub-field and 2 two digit sub-fields)

CLASSIFICATION:

CODE	MEANING
YYYY0531	A date indicating the first submission for the year, where YYYY is replaced by the reference year (e.g. "19940531")
YYYY1031	A date indicating the second submission for the year, where YYYY is replaced by the reference year (e.g. "19941031")

CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 18 June 2001

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 422

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: DATA-TYPE
ELEMENT NAME: Data type code
DESCRIPTION: A code which identifies the type of data contained in a file
CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
H	HELP due data type
V	Variations data type
P	Commonwealth assistance data type

CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 1 June 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 423

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: INST-NAME
ELEMENT NAME: [Higher Education Provider](#) name
DESCRIPTION: The full name of an **Higher Education Provider**
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 76
CLASSIFICATION: **CODE MEANING**
Any Name assigned by the **Higher Education Provider**
data
CODING NOTES: Refer to [Appendix A - Codes and Names Used For Higher Education Providers](#).
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 5 May 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 424

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: CONTACT-NAME
ELEMENT NAME: Contact name - full
DESCRIPTION: The full name of a contact person in the [Higher Education Provider](#)
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 40
CLASSIFICATION: **CODE MEANING**
Any Text for the full name of the contact person in the
data Higher Education Provider
CODING NOTES:
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 425

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: CONTACT-PHONE
ELEMENT NAME: Contact telephone number
DESCRIPTION: The telephone number of a contact person in the [Higher Education Provider](#)
CODE FORMAT: Data Type: Character
Units: Alphanumeric
Width: 15
CLASSIFICATION: **CODE** **MEANING**
00000000000000 Telephone number of contact person
to
999999999999999
CODING NOTES: The telephone number of the contact person in an **Higher Education Provider** must be coded as follows:

STD code (or STD code in parentheses) followed by a space followed by a number.

For example, if the telephone number relates to a contact person in an **Higher Education Provider** in the ACT it may be coded as "02 6216 1805" or "(02) 6216 1805".
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 426

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: CONTACT-FAX
ELEMENT NAME: Contact facsimile number
DESCRIPTION: The facsimile number of a contact person in the [Higher Education Provider](#)
CODE FORMAT: Data Type: Character
Units: Alphanumeric
Width: 15
CLASSIFICATION: **CODE** **MEANING**
0000000000000000 Facsimile number of contact person
to
9999999999999999
CODING NOTES: The facsimile number of the contact person in an **Higher Education Provider** must be coded as follows:

STD code (or STD code in parentheses) followed by a space followed by a number.

For example, if the number relates to a contact person in an **Higher Education Provider** in the ACT it may be coded as “02 6216 1805” or “(02) 6216 1805”.
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 427

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: INST-ADDRESS1
ELEMENT NAME: [Higher Education Provider](#) address - Part 1
DESCRIPTION: The first part of the physical address of an **Higher Education Provider**
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 38
CLASSIFICATION: **CODE MEANING**
Any Text provided by an **Higher Education Provider**
data
CODING NOTES: The combined values reported for Elements 427, 428, 429, 430 and 431 may be used for automatic mailing of notices by the ATO.

All characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 428

FIRST YEAR: 1995

LAST YEAR:

FIELD NAME: INST-ADDRESS2

ELEMENT NAME: [Higher Education Provider](#) address - part 2

DESCRIPTION: The second part of the physical address of an **Higher Education Provider**

CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 38

CLASSIFICATION: **CODE MEANING**
Any Text provided by an **Higher Education Provider**
data

CODING NOTES:

The combined values reported for Elements 427, 428, 429, 430 and 431 may be used for automatic mailing of notices by the ATO.

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character **MUST NOT** be a space.

INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/04
Changed:

ELEMENT NO. 429

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: INST-SUBURB
ELEMENT NAME: [Higher Education Provider](#) address - suburb
DESCRIPTION: The suburb or city for the physical address of an **Higher Education Provider**
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 20
CLASSIFICATION: **CODE MEANING**
Any Text provided by an **Higher Education Provider**
data
CODING NOTES: The combined values reported for Elements 427, 428, 429, 430 and 431 may be used for automatic mailing of notices by the ATO.

All characters must be A-Z a-z & ' / - () (space)

First character must not be a blank.
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 430

FIRST YEAR: 1995

LAST YEAR:

FIELD NAME: INST-STATE

ELEMENT NAME: [Higher Education Provider](#) address - state

DESCRIPTION: The Australian State or Territory in which the **Higher Education Provider** is located

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified with trailing blanks if needed
Width: 3

CLASSIFICATION:

CODE	MEANING
NSW	New South Wales
VIC	Victoria
QLD	Queensland
SA b	South Australia
WA b	Western Australia
TAS	Tasmania
NT b	Northern Territory
ACT	Australian Capital Territory

CODING NOTES: “~~b~~” = space.

The combined values reported for Elements 427, 428, 429, 430 and 431 may be used for automatic mailing of notices by the ATO.

INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 431

FIRST YEAR: 1995
LAST YEAR:
FIELD NAME: INST-POSTCODE
ELEMENT NAME: [Higher Education Provider](#) address - postcode
DESCRIPTION: The Australian postcode for the address of the **Higher Education Provider**
CODE FORMAT: Data Type: Character
Units: Code (numeric), right justified with leading zeros if needed
Width: 4
CLASSIFICATION: **CODE** **MEANING**
0001 to 9999 Australian postcode
CODING NOTES: The combined values reported for Elements 427, 428, 429, 430 and 431 may be used for automatic mailing of notices by the ATO.
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 445

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: REV-HELP-DEBT

ELEMENT NAME: Revised HELP debt

DESCRIPTION: The Revised HELP debt amount due for a [unit of study](#)

CODE FORMAT: Data Type: Integer
Units: Numeric, right justified with leading zeros if needed
Width: 6

CLASSIFICATION:

CODE	MEANING
000000 to 999999	Revised HELP debt, amount truncated in dollars, with cents disregarded

CODING NOTES: Values less than 10000 must have leading zeros, **NOT** spaces. For example, 585 is to be expressed as "00585". The amount reported is the revised amount for Element 414 (HELP debt) if previously reported. Value may be "00000".

INPUT FILES: Revisions

PREPARED ON: 16 February 2005

ELEMENT NO. 446

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: VAR-REASON-CODE
ELEMENT NAME: Variation reason code
DESCRIPTION: A numeric code which identifies the reason for a variation
CODE FORMAT: Data Type: Integer
Units: Numeric
Width: 1

CLASSIFICATION:

CODE	MEANING
1	Remission due to special circumstances
2	Revised record due to administrative error
4	Deletions due to Administrative error
5	Additional record

CODING NOTES:**Records to be included:**

Records should only be included on the Revisions File where they relate to a previously reported combination of Student/Course/unit of study census date.

Types of deletions:

1. Record should never have been reported.
2. Deletion due to a revision to Element 333 '1'(Academic organisational unit code) or Element 354 (Unit of study code). These deletion records must also have a record coded '5' on the Revisions File.
3. Deletion due to a revision to Element 307 (Course code) or Element 489 (Unit of study census date). These deletion records must also have a record coded 5 on the revisions file if the revised combination of student / course / unit of study census date has been reported in other records. If not, the revised record must be reported in a 'normal' data submission.

Types of additional records:

1. Additional records omitted for a student who has had other records reported for the same Student ID / Course / Unit of study census date combination.
2. Additional record provided due to a revision to Element 333 '1'(Academic organisational unit code) or Element 354 (Unit of study code). These additional records must also have a record coded '4' on the Revisions File.

Records NOT to be included:

1. A record with a value for Student ID / Course / Unit of study census date for which no record has been previously reported must be reported in the next 'normal' data submission.
2. Units of study with a census date prior to 1 January 2005.

When a related record is required on the Revised Load/Liability File or Revised OS-HELP File.

Where a record has a value of '2' and Element 521 (OS-HELP study period commencement date) has a value of '00000000', there must be an associated record on the Revised Load/Liability File.

Where a record has a value of '2' and Element 521 (OS-HELP study period commencement date) has a value greater than '00000000', there must be an associated record on the Revised OS-HELP file.

Where a record has a value of '5' there must be an associated record on the Revised Load/Liability File.

'1' The reporting of changes for Element 333 (Academic Organisational Unit code) is optional.

The following additional code is used by DEST for reporting to the Australian Taxation Office (ATO)

CODE	MEANING
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3	New debt
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INPUT FILES:

Revisions (RF)

PREPARED ON:

15 February 2005

ELEMENT NO. 453

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: REVISIONS-NUMBER
ELEMENT NAME: Revisions file reference number
DESCRIPTION: Revisions file reference number
CODE FORMAT: Data Type: Character
Width: 7 (numeric)
CLASSIFICATION: **CODE** **MEANING**
2000001 to 9999999 Revisions file reference number
CODING NOTES: This is a sequential number indicating the Revisions File submission.
INPUT FILES: Revisions (RF)
PREPARED ON: 17 May 2005

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 455

FIRST YEAR: 2000
LAST YEAR:
FIELD NAME: COMBINED-CRS
ELEMENT NAME: [Combined course](#) of study indicator
DESCRIPTION: A code which indicates if a [course](#) is a **combined course of study**
CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1
CLASSIFICATION: **CODE MEANING**
0 **Course is not a combined course of study**
1 **Course is a combined course of study**
INPUT FILES: Course of Study (CO) File
PREPARED ON: 3 March 2004

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 460

FIRST YEAR:	2001				
LAST YEAR:					
FIELD NAME:	Total previous RTS EFTSL				
ELEMENT NAME:	Total previous RTS EFTSL				
DESCRIPTION:	The total EFTSL value that has been consumed at previous Higher Education Provider by a student who was enrolled in those Higher Education Provider under the Research Training Scheme (RTS) and who is enrolled at the current Higher Education Provider under the same scheme.				
CODE FORMAT:	Data Type: Integer Units: Numeric, right justified, with leading zeros if needed Width: 4				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0000 to 9999</td><td>EFTSL value expressed in thousandths (e.g. 0.125 is coded 0125)</td></tr></tbody></table>	CODE	MEANING	0000 to 9999	EFTSL value expressed in thousandths (e.g. 0.125 is coded 0125)
CODE	MEANING				
0000 to 9999	EFTSL value expressed in thousandths (e.g. 0.125 is coded 0125)				
CODING NOTES:	<p>The amount of EFTSL shown is to reflect all EFTSL generated and reported to DEST whilst the student was enrolled under the Research Training Scheme (RTS) in any previous course at the same level at Higher Education Provider(s).</p> <p>This should only relate to students who are coded 320 or 330 at Element 490 on the Load/Liability File</p> <p>These data are only required for initial enrolment. Data within this element can be retained "as entered" for first enrolment or entered as "0000" for all future submissions of the Student Enrolment file.</p> <p>The total amount of previous RTS EFTSL is to be reported for all students who are enrolled as RTS students unless there has been a gap of three years or more between the date on which the student ceased to be enrolled as an RTS student in his/her previous course and the date on which he/she commenced as an RTS student in the current course.</p> <p>If a student has had several previous enrolments as an RTS student then only some of this EFTSL may need to be reported. If there has been a continuous period of 3 or more years where the student has not been enrolled as an RTS student then only those RTS EFTSL which were consumed subsequent to the most recent such gap are to be reported.</p> <p>A gap in enrolment as an RTS student is measured from the date of officially ceasing to be an RTS student in one course to the date a subsequent enrolment as an RTS student commenced.</p>				
INPUT FILES:	Student Enrolment (EN) File				
PREPARED ON:	22 April 2004				

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 461

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: FOE
ELEMENT NAME: [Field of education](#) code
DESCRIPTION: A code which identifies the **field of education** to which the [course](#) is classified
CODE FORMAT: Data Type: Character
Units: Code (numeric), left justified, with trailing zeros if needed
Width: 6
CLASSIFICATION:

CODE	MEANING
000000	Non-award course , BOTP, or OUA unit
010000 to 129999	Field of education code

CODING NOTES: Refer to [Appendix E - Field of Education Classification](#)
INPUT FILES: Course of Study (CO) File
PREPARED ON: 7 July 2000

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 462

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: FOE-SUPP
ELEMENT NAME: [Field of education](#) supplementary code
DESCRIPTION: A code which identifies the supplementary **field of education** to which a [Combined Course](#) is classified
CODE FORMAT: Data Type: Character
Units: Code (numeric), left justified with trailing zeros if needed
Width: 6
CLASSIFICATION:

CODE	MEANING
000000	Course is not a combined course , or is an OUA unit
010000 to 129999	Field of education code

CODING NOTES: Refer to [Appendix E - Field of Education Classification](#).

Combined courses must be assigned a substantive **field of education** (i.e. spaces or all zeros are not valid).

Field to be filled with zeroes for **courses** other than **combined courses**, even though some single-[award courses](#) may have dual strands.

[Element 461](#) (Field of education code) is to be used to indicate the primary **field of education** for the **course** and will be the element used in tables where continuity of statistical reporting is essential.

INPUT FILES: Course of Study (CO)
PREPARED ON: 7 July 2000

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 463

FIRST YEAR:	2002
LAST YEAR:	
FIELD NAME:	SPECIALISATION
ELEMENT NAME:	Specialisation code
DESCRIPTION:	A code which identifies a specialisation within a course for which the academic requirements have or will be completed by a student or a group of students
CODE FORMAT:	Data Type: Character Units: Code (numeric), left justified, with trailing zeros if needed Width: 6
CLASSIFICATION:	CODE MEANING 010000 to 129999 Specialisation code
CODING NOTES:	The code to be assigned to a specialisation is to be selected from the field of education classification. Refer to Appendix E - Field of Education Classification . The specialisation code would normally be different to the code assigned to indicate the field of education for a course , because the specialisation code will reflect the majors undertaken by a student .
INPUT FILES:	Past Course Completions (PS)
PREPARED ON:	10 August 2000

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 464

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: DISCIPLINE-CODE
ELEMENT NAME: [Discipline](#) code
DESCRIPTION: A code which uniquely identifies the **discipline** to which a [unit of study](#) is classified by the [Higher Education Provider](#)
CODE FORMAT: Data Type: Character
Units: Code (numeric), left justified, with trailing zeros if needed
Width: 6
CLASSIFICATION: **CODE** **MEANING**
010000 to **Discipline** code
129999
CODING NOTES: Refer to [Appendix E - Field of Education Classification](#)
INPUT FILES: Student Load/Liability (LL) File
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 465

FIRST YEAR: 2001

LAST YEAR:

FIELD NAME: Separation Status Code

ELEMENT NAME: Separation status of Higher Degree Research students

DESCRIPTION: The Separation status of a student enrolled in a Higher Degree Research course.

CODE FORMAT: Data Type: Integer

Units: Numeric

Width: 1

CLASSIFICATION:	CODE	MEANING
	1	Student is commencing a Higher Degree Research course and is transferring from one Higher Degree Research course to another Higher Degree Research course at the same level at the same Higher Education Provider
	2	Student is commencing a Higher Degree Research course and is upgrading from a Masters by Research course to a Doctorate by Research course at the same Higher Education Provider, without having successfully completed the initial degree.
	3	Student is commencing a Higher Degree Research course and is downgrading from a Doctorate by Research course to a Masters by Research course at the same Higher Education Provider, without having successfully completed the initial degree.
	9	Other

CODING NOTES: Students who transfer from a Higher Degree Research course in one Higher Education Provider to a Higher Degree Research course at another Higher Education Provider, regardless if there has been a change of level are to be recorded as "9".

Students who are not Higher Degree Research students are to be coded '9'.

INPUT FILES: Student Enrolment (EN) File

PREPARED ON: 22 April 2004

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 466

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: POSTAL ADDRESS SUBURB/TOWN

ELEMENT NAME: Postal address - suburb/town

DESCRIPTION: Postal Address Suburb/Town for the student

CODE FORMAT: Data Type: Character
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27

CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the **student**

CODING NOTES: If address is in Australia then all characters must be A-Z a-z & ' / - () (space)

Else if address is not in Australia then all characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.

INPUT FILES: HELP DUE (DU) File

PREPARED ON: 21 August 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 467

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: POSTAL ADDRESS STATE CODE

ELEMENT NAME: Postal address - state code

DESCRIPTION: A code which uniquely identifies the State/Territory or other area in which the student has their postal address

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing spaces if needed
Width: 3

CLASSIFICATION:

CODE	MEANING
NSW	New South Wales
VIC	Victoria
QLD	Queensland
WA b	Western Australia
SA b	South Australia
TAS	Tasmania
NT b	Northern Territory
ACT	Australian Capital Territory
AAT	Australian Antarctic Territories

CODING NOTES: ~~b~~ = space.
If postal address of student is an overseas country, the field is to be ~~bbb~~ (3 spaces).

INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 21 August 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 468

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: POSTAL ADDRESS COUNTRY NAME

ELEMENT NAME: Postal address - country name

DESCRIPTION: A name representing the country of postal address of a [student](#)

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 20

CLASSIFICATION:

CODE	MEANING
Any	Country of postal address

CODING NOTES: To be completed only for overseas addresses

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character MUST NOT be a space.

INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 15 September 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 469

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: RESIDENTIAL ADDRESS SUBURB/TOWN
ELEMENT NAME: Residential address - suburb/town
DESCRIPTION: Residential Address Suburb/Town for the student
CODE FORMAT: Data Type: Character
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27
CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student** data
CODING NOTES: If address is in Australia then all characters must be A-Z a-z & ' / - () (space)

Else if address is not in Australia then all characters must be A-Z a-z 0-9 & ' / - () (space)

First character must not be a space.

INPUT FILES: HELP DUE (DU)
PREPARED ON: 21 August 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 470

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: RESIDENTIAL ADDRESS STATE CODE

ELEMENT NAME: Residential address - state

DESCRIPTION: A code which uniquely identifies the State/Territory or other area in which the student has their residential address

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing spaces if needed
Width: 3

CLASSIFICATION:

CODE	MEANING
NSW	New South Wales
VIC	Victoria
QLD	Queensland
WA b	Western Australia
SA b	South Australia
TAS	Tasmania
NT b	Northern Territory
ACT	Australian Capital Territory
AAT	Australian Antarctic Territories

CODING NOTES: ~~b~~ = space.
If postal address of student is an overseas country, the field is to be ~~bbb~~ (3 spaces).

INPUT FILES: HELP DUE (DU)

PREPARED ON: 21 August 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 471

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: RESIDENTIAL ADDRESS COUNTRY NAME
ELEMENT NAME: Residential address - country name
DESCRIPTION: A name representing the country of residential address of a [student](#)
CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 20
CLASSIFICATION: **CODE** **MEANING**
Any Country of residential address
CODING NOTES: To be completed only for overseas address

All characters must be A-Z a-z 0-9 & ' / - () (space)

Where a value other than all spaces is entered, the first character MUST NOT be a space.
INPUT FILES: HELP DUE (DU)
PREPARED ON: 15 September 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 472

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: TOTAL DATA RECORDS
ELEMENT NAME: Total number of data records (Type 2 only)
DESCRIPTION: Total number of data records
CODE FORMAT: Data Type: Character
Width: 8 (numeric) with leading zeros if required
CLASSIFICATION: **CODE** **MEANING**
00000001 to Total number of data records
10000000
CODING NOTES: Only "Type 2" data records are to be shown
INPUT FILES: HELP DUE (DU) & Electronic Commonwealth Assistance (PO)
PREPARED ON: 21 August 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 473

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: TOTAL ORIGINAL DEBT
ELEMENT NAME: Total amounts of original debts on this file
DESCRIPTION: Total amounts of original debts on this file
CODE FORMAT: Data Type: Character
Width: 10 (numeric) with leading zeros if required
CLASSIFICATION: **CODE** **MEANING**
0000000001 Total amounts of original debts on this file, the
to addition of all values reported at Element 414
1000000000
CODING NOTES: Values less than 1000000000 must have leading
zeros
INPUT FILES: HELP DUE (DU) to the ATO (for DEST use only)
PREPARED ON: 21 August 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 474

FIRST YEAR: 2002
LAST YEAR:
FIELD NAME: Total Revised Debt
ELEMENT NAME: Total amounts of revised debts on this file
DESCRIPTION: Total amounts of revised debts on this file
CODE FORMAT: Data Type: Character
Width: 10 (numeric) with leading zeros if required
CLASSIFICATION:

CODE	MEANING
0000000001	Total amounts of revised debts on this file, the addition of all values reported at Element 445 to
1000000000	

CODING NOTES: Values less than 1000000000 must have leading zeros
INPUT FILES: Revisions (RF) to ATO (For DEST use only)
PREPARED ON: 22 August 2000

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 475

FIRST YEAR: 2001
LAST YEAR:
FIELD NAME: Signature Date
ELEMENT NAME: Signature date
DESCRIPTION: The date the Electronic Commonwealth Assistance form (ECAAF) is completed by the student.
CODE FORMAT: Data Type: Integer
Units: Numeric
Width: 8
CLASSIFICATION: **CODE** **MEANING**
CCYYMMDD Signature date in CCYYMMDD format
CODING NOTES:
The format is CCYYMMDD where:
CC is Date/Century = 19 or 20
YY is Date/Year = 00 to current year
MM is Date/Month = 01 to 12
DD is Date/Day = 01 to 31
INPUT FILES: Electronic Commonwealth Assistance (PO)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 476

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: COMMENCING-LOCATION

ELEMENT NAME: Commencing location code of [permanent home residence](#)

DESCRIPTION: The Australian postcode of a [student's](#) permanent home residence in their last year of secondary school for Domestic school leaver undergraduate commencers

CODE FORMAT: Data Type: Character

Units: Code (alphanumeric)

Width: 5

CLASSIFICATION:

CODE

MEANING

00001

Not a Domestic school leaver commencing an undergraduate course.

Domestic school leaver commencing an undergraduate course:

A0001 to A9998 Australian postcode

99999

No information on location of residence

CODING NOTES: Only for Domestic school leaver students commencing an undergraduate course.

A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.

This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced.

INPUT FILES: Student Enrolment (EN)

PREPARED ON: 2 April 2001

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 477

FIRST YEAR:	2002										
LAST YEAR:											
FIELD NAME:	CAMPUS-POSTCODE										
ELEMENT NAME:	Postcode or overseas country code location of Higher Education Provider campus										
DESCRIPTION:	The Australian postcode or overseas country code location of the campus of the Higher Education Provider where the student is studying this unit										
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric) Width: 5										
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>X1200 to X9299</td><td>Overseas country code from countries classification</td></tr><tr><td>X9999</td><td>Overseas country, but not classifiable</td></tr><tr><td>A0001 to A9998</td><td>Australian Postcode</td></tr><tr><td>99999</td><td>No information on location of campus</td></tr></tbody></table>	CODE	MEANING	X1200 to X9299	Overseas country code from countries classification	X9999	Overseas country, but not classifiable	A0001 to A9998	Australian Postcode	99999	No information on location of campus
CODE	MEANING										
X1200 to X9299	Overseas country code from countries classification										
X9999	Overseas country, but not classifiable										
A0001 to A9998	Australian Postcode										
99999	No information on location of campus										
CODING NOTES:	<p>This code must reflect the Australian postcode or overseas country code of the campus of the Higher Education Provider where the student is undertaking the unit of study.</p> <p>If the unit of study is taken externally, the postcode to be reported is that of the campus of the Higher Education Provider from where the course is presented.</p> <p>If the load for an individual student in a single unit is spread across more than one campus then the postcode to be reported is that of the campus of the Higher Education Provider from where the course is administered.</p> <p>Refer to Appendix C - Standard Australian Classification of Countries.</p>										
INPUT FILES:	Student Load/Liability (LL) & Electronic Commonwealth Assistance (PO)										
PREPARED ON:	21 February 2001										

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 483

FIRST YEAR: 2002

LAST YEAR:

FIELD NAME: UNIT-CODE

ELEMENT NAME: Unit code (**OUA only**)

DESCRIPTION: A code which uniquely identifies each **unit of study** being deferred by OUA student

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified, with trailing blanks if needed
Width: 10

CLASSIFICATION: **CODE** **MEANING**
Any data Code assigned by the OUA

CODING NOTES: **For OUA only.**

The code assigned to each **unit of study** must uniquely identify it within the Higher Education Provider and must remain unchanged in each of the submissions of the Student Load File for a reference year.

For non-OUA Higher Education Providers, zero fill.

INPUT FILES: Electronic Commonwealth Assistance (PO)

PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 486

FIRST YEAR: 2003
LAST YEAR:
FIELD NAME: NAME OF SUBURB/TOWN/LOCALITY
ELEMENT NAME: Name of suburb/town/locality
DESCRIPTION: Name of suburb/town/locality for the student
CODE FORMAT: Data Type: Character
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27

CLASSIFICATION: **CODE MEANING**
Any Text provided by the **student**
data

CODING NOTES: This code is only to be provided for Domestic school leaver students commencing an undergraduate course.

A school leaver is one who has completed Year 12 in the year of the collection or the year prior to the year of the collection.

This code must reflect the permanent home residence of the student in the last year of their secondary study and is to be provided by the student when the course is first commenced.

Students other than the above may be coded as blank.

INPUT FILES: Student Enrolment (EN)

PREPARED ON: 19 March 2002

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 487

FIRST YEAR: 2004
LAST YEAR:
FIELD NAME: SCHOLARSHIP-TYPE
ELEMENT NAME: Scholarship type code
DESCRIPTION: A code which identifies the scholarship type code
CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 2

CLASSIFICATION:

CODE	MEANING
00	Not a scholarship indicated below.
01	Australian Postgraduate Award (APA) Scheme funded by DEST..
02	International Postgraduate Research Scholarship (IPRS) Scheme.
03	Commonwealth Education Costs Scholarships (CECS) only.
04	Commonwealth Accommodation Scholarships (CAS) only.
05	Both Commonwealth Education Costs Scholarships (CECS) and Commonwealth Accommodation Scholarships (CAS).
06	Indigenous Staff Scholarship .

CODING NOTES:
INPUT FILES: Student Enrolment (EN) & Past Course Completions (PS)
PREPARED ON: 22 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 488

FIRST YEAR:	2005						
LAST YEAR:							
FIELD NAME:	CHESSN						
ELEMENT NAME:	Commonwealth Higher Education Student Support Number (CHESSN)						
DESCRIPTION:	A code, allocated by DEST, which uniquely identifies the student within the Higher Education Sector and remains constant from year to year						
CODE FORMAT:	Data Type: Character Units: Code (alphanumeric), left justified, with trailing blanks if needed Width: 10						
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>ZZZZZZZZZZ</td><td>No CHESSN required</td></tr><tr><td>Any data</td><td>Code assigned by the higher education provider</td></tr></tbody></table>	CODE	MEANING	ZZZZZZZZZZ	No CHESSN required	Any data	Code assigned by the higher education provider
CODE	MEANING						
ZZZZZZZZZZ	No CHESSN required						
Any data	Code assigned by the higher education provider						
CODING NOTES:	<p>A student may make a number of separate course enrolments at an Higher Education Provider in the one year or over a number of years, and the CHESSN must be constant across courses and over time. Where a student returns to an Higher Education Provider to resume a course or to undertake a new course, the CHESSN must be the same as that used at the time of the student's first enrolment at the Higher Education Provider after 31 December 2004.</p> <p>The CHESSN will only be used to allow eligibility to Commonwealth support to be facilitated and monitored.</p>						
INPUT FILES:	Commonwealth Learning Scholarship (SS), Unit of Study Completions (CU), Student Enrolment (EN), Student Load/Liability (LL), OS-HELP (OS), Revisions (RF), Past Course Completions (PS) & HELP DUE (DU)						
PREPARED ON:	21 August 2003						

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 489

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: UNIT-STUDY-CENSUS- DATE

ELEMENT NAME: Unit of Study Census date

DESCRIPTION: A code which indicates the month, year and day which is the Census date of the **Unit of Study**

CODE FORMAT: Data Date
Type: Date
Units: YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 8 (1 four digit sub-field and 2 two digit sub-field)

CLASSIFICATION: **CODE MEANING**
YYYYMMDD **Unit of Study Census Date** in YYYYMMDD format

CODING NOTES: YYYY format 1st 4 digits - Year sub-field (e.g. 1978)
MM format 2nd 2 digits - Month sub-field (e.g. 06)
DD format 3rd 2 digits - Day sub-field (e.g. 06)
The unit of study census date must not occur less than 20% of the way through the period during which the unit of study is being undertaken.

INPUT FILES : Student Unit of Study Completions (CU), Student Load/Liability (LL) & Revisions (RF)

PREPARED ON: 4 March 2004

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 490

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: STUDENT-STATUS
ELEMENT NAME: Student Status code
DESCRIPTION: A code which indicates the student status for a **unit of study**
CODE FORMAT: Data Type: Data
Units: Numeric
Width: 3

CLASSIFICATION:	CODE	MEANING
		Pre-2005 HECS-liable students
	110	Deferred all or part of student contribution through HECS-HELP
	111	Paid full student contribution up-front with HECS-HELP discount
	112	Paid full student contribution up-front without HECS-HELP discount
		Contribution-liable students from 2005
	201	Deferred all or part of the student contribution through HECS-HELP
	202	Paid the full student contribution up-front with the HECS-HELP discount
	203	Paid the full student contribution up-front without the HECS-HELP discount
		Pre-2005 PELS students
	220	Deferred all or part of the tuition fee through FEE-HELP
		FEE-HELP eligible students from 2005
	230	Deferred all or part of Award or Enabling course tuition fee through FEE-HELP
	231	Deferred all or part of Employer reserved place tuition fee through FEE-HELP
	232	Deferred all or part of OUA tuition fee through FEE-HELP
	233	Deferred all or part of BOTP tuition fee through FEE-HELP
		OS-HELP recipient students from 2005
	240	Received loan through OS-HELP
		Pre-2005 HECS-exempt students
	250	A domestic student holding a Commonwealth-funded, merit-based, undergraduate HECS-exemption scholarship for disadvantaged students
		Contribution-exempt students from 2005
	260	Student in a Commonwealth supported place with an Exemption scholarship (no student contribution to be charged)

- 261 A domestic student enrolled in an enabling course (i.e. bridging or supplementary programme)
- 262 Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a student contribution cannot be charged

Non-overseas tuition fee-exempt students from 2005

- 270 Student in a non-Commonwealth supported place with an Exemption scholarship (no tuition fee to be charged)
- 271 Student undertaking Work Experience in Industry (WEI) where learning and performance is not directed by, and support is not received from, the provider and for which a tuition fee cannot be charged

Fee-paying non-overseas students

- 301 A domestic student enrolled in a non-award course (other than an Enabling course)
- 302 Paid full Award or Enabling course tuition fee
- 303 Paid full tuition fee - for Employer reserved place
- 304 Paid full OUA tuition fee
- 305 Paid full BOTP tuition fee

Fee-paying overseas students

- 310 A fee-paying overseas student who is not sponsored under a foreign aid program, and including students with these awards: IPRS (International Postgraduate Research Scheme); SOPF (Special Overseas Postgraduate Fund); Australian-European Awards Program; and the Commonwealth Scholarship and Fellowship Plan
- 311 A fee-paying overseas student who is sponsored under a foreign aid program. Includes those with Australian Development Cooperation Scholarships (ADCOS) and any other Australian foreign aid program for which students are enrolled in Higher Education Providers by the Australian Agency for International Development (AusAID)

Pre-2001 RTS students

- 320 A domestic student who received a research HECS exemption prior to 1 September 2000 and continues studying on a student contribution exempt basis under the Research Training Scheme (RTS) as a pre-2001 student. Include internal transfers/upgrades/downgrades (as defined under Element 465) (see coding notes)

RTS students from 2001

- 330 A domestic student enrolled under the Research Training Scheme (RTS) from 1 September 2000 (see coding notes)

Australian Maritime College (AMC)

- 340 A Commonwealth funded VET student enrolled in an Australian Maritime College Special Course
- 341 A non-Commonwealth funded VET student in an Australian Maritime College Special Course.

CODING NOTES:

Code 240 "Received loans through OS-HELP" is not to be used on the Load/Liability File. This code is only to be used in the OS-HELP File. There must also be a matching record on the HELP-DUE File.

A domestic postgraduate research student who is not RTS supported may be charged tuition fees or awarded an Exemption scholarship under code 270. If regional adjustment package has been used to support such students, these students should be included under code 270.

A domestic postgraduate research student charged tuition fees may receive FEE-HELP assistance.

FOR reporting to ATO purposes only, Element 490 (Student status) will be concorded to Element 380 (Liability status codes) :

- Element 380 = 80 (E490 = 110, 201)
- Element 380 = 81 (E490 = 220, 230, 231, 232, 233)
- Element 380 = 82 (E490 = 240)

A student's HECS-HELP status is determined by assessing the status of all units of study undertaken, within a given course of study, on a given census date.

HECS-HELP eligible students who have deferred all or part of their student contribution amount for any unit of study, within a course of study, on a particular census date, must be reported as deferred (Element 490 (Student status) codes 110 or 201) for all units of study undertaken as a HECS-HELP student, in that course of study, on that census date.

Therefore, HECS-HELP eligible students may be reported as deferred for a particular unit of study, within a course of study, even though they have paid 80% of the amount reported at Element 384 (Amount charged).

INPUT FILES:

Student Load/Liability (LL) & OS-HELP (OS)

PREPARED ON:

13 August 2004

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 493

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: HIGHEST-ATTAIN

ELEMENT NAME: Highest educational attainment prior to commencement

DESCRIPTION: A code which indicates the student's highest **educational attainment and year of attainment** prior to the first enrolment in the course of study

CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 6

CLASSIFICATION: CODE MEANING

000000	Overseas student
010000	Not a commencing student Commencing Domestic student for whom highest educational attainment and year of attainment prior to commencement was:
02YYYY	A complete Higher education postgraduate level course
03YYYY	A complete Higher education bachelor level course
04YYYY	A Complete Higher education sub-degree level course
050000	An incomplete Higher education course
06YYYY	A complete TAFE award course
07YYYY	A complete final year of secondary education course at school or TAFE
08YYYY	A completed other qualification or certificate of attainment or competence
090000	No prior educational attainment

CODING NOTES: YYYY is the year of the completion
If no information is available for year, code as "9999"

INPUT FILES: Student Enrolment (EN)

PREPARED ON: 7 November 2003; revised 6 May 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 495

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: INDIC-COMM-SUPP

ELEMENT NAME: Indicative student contribution amount for a Commonwealth Supported place

DESCRIPTION: The average student contribution amount for a first year student in a Commonwealth Supported place

CODE FORMAT: Data Type: Integer
Units: Numeric, right justified with leading zeros if needed
Width: 5

CLASSIFICATION:

CODE	MEANING
00000 to 99998	The indicative student contribution amount for a Commonwealth Supported place
99999	Not a course for a Commonwealth Supported place.

CODING NOTES:

For current courses, the projected average cost of one full time student load (1 EFTSL) in the upcoming academic years prices is based on the average (arithmetic mean) cost of the current year's actual first year full time student course load.

For new courses, the projected average cost is derived based on the student contribution amount for a full time student load (1 EFTSL) for a first year student.

INPUT FILES: Campus (CM) file

PREPARED ON: 19 April 2005

ELEMENT NO. 496

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: INDIC-FEE

ELEMENT NAME: Indicative tuition fee for a domestic fee-paying place

DESCRIPTION: The average tuition fee for a domestic fee-paying place for 1 year of study.

CODE FORMAT: Data Type: Integer
Units: Numeric, right justified with leading zeros if needed
Width: 5

CLASSIFICATION:

CODE	MEANING
00000 to 99998	The indicative tuition fee for a domestic fee-paying place
99999	Not a course for a domestic fee-paying place

CODING NOTES:

For current courses, the projected average cost of one full time student load (1 EFTSL) in the upcoming academic years prices is based on the average (arithmetic mean) cost of the current year's actual first year full time student course load.

For new courses, the projected average cost is derived based on the tuition fee for a full time student load (1 EFTSL) for a first year student.

INPUT FILES: Campus (CM) file

PREPARED ON: 18 April 2005

ELEMENT NO. 497

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: ENTRY-CUT-OFF-CSP

ELEMENT NAME: Entry Cut-Off for a [Commonwealth Supported Place](#) (CSP)

DESCRIPTION: A code indicating the previous years' lowest entry cut-off required for entry to a CSP for this course at this campus.

CODE FORMAT: Data Type: Character
Units: Numeric, right justified, the last two digits provided are interpreted as being after the decimal point when published
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	An entry cut-off is not applicable because: <ul style="list-style-type: none">• It is not the sole criterion for offer of a CSP or;• Course is not offered to a CSP or;• It is never used as an entrance criterion or part of the selection criteria or;• The course is a new course and an entry cut-off has not yet been determined.

CODING NOTES:

0001 to 9995 Entry cut-off (reported as a common index - see coding notes) to a CSP in this award course

The entry cut-off to be reported is the published lowest entry cut-off for the previous years' Year 12 students who received an offer of a CSP in this course, through standard admission, in the main round of admission for the current academic year, where academic qualifications were the sole criterion for offer of a CSP (except for school subject prerequisites).

The entry cut-off to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:

SA/NT - Tertiary Entrance Rank (TER);
VIC - Equivalent National Tertiary Entrance Rank (ENTER);
WA - Tertiary Entrance Rank (TER);
TAS - Tertiary Entrance Rank (TER);
ACT - Universities Admissions Index (UAI);
NSW - Universities Admissions Index (UAI); and
QLD- Interstate Transfer Index (ITI)

HEPs must provide entry cut-off information according to the postcode location of the campus.

Queensland HEPs may provide an entry cut-off value for this field.

In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round entry cut-off for the course.

INPUT FILES: Campus (CM) file

PREPARED ON:

1 June 2005

ELEMENT NO. 498

FIRST YEAR:	2005				
LAST YEAR:					
FIELD NAME:	ENTRY-CUT-OFF- DOMESTIC -FEE-PAYING				
ELEMENT NAME:	Entry cut-off for a domestic fee-paying place				
DESCRIPTION:	A code indicating the previous years' lowest entry cut-off required for entry to a domestic fee paying place for this course at this campus.				
CODE FORMAT:	Data Type: Character Units: Numeric, right justified, the last two digits provided are interpreted as being after the decimal point when published Width: 4				
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0000</td><td>An entry cut-off is not applicable because:</td></tr></tbody></table>	CODE	MEANING	0000	An entry cut-off is not applicable because:
CODE	MEANING				
0000	An entry cut-off is not applicable because:				

- It is not the sole criterion for offer of a domestic fee paying place or;
- Course is not offered to a Domestic Fee-paying place or;
- It is never used as a selection criterion or part of the selection criteria or;
- The course is a new course and an entry cut-off has not yet been determined.

0001 to 9995 Entry cut-off (reported as a common index - see coding notes) to a domestic fee-paying place for this award course

CODING NOTES: The entry cut-off to be reported is the published lowest entry cut-off for the previous years' Year 12 students who received an offer of a fee paying place in this course, through standard admission, in the main round of admission for the current academic year, where academic qualifications were the sole criterion for offer of a domestic fee paying place (except for school subject prerequisites).

The entry cut-off to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:

- SA/NT - Tertiary Entrance Rank (TER);
- VIC - Equivalent National Tertiary Entrance Rank (ENTER);
- WA - Tertiary Entrance Rank (TER);
- TAS - Tertiary Entrance Rank (TER);
- ACT - Universities Admissions Index (UAI);
- NSW - Universities Admissions Index (UAI); and
- QLD- Interstate transfer Index (ITI)

HEPs must provide entry cut-off information according to the postcode location of the campus.

Queensland HEPs may provide an entry cut-off value for this field.

In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round entry cut-off for the course.

INPUT FILES: Campus (CM) file
PREPARED ON: 1 June 2005

ELEMENT NO. 500

FIRST YEAR:	2005						
LAST YEAR:							
FIELD NAME:	OSEAS-FEE						
ELEMENT NAME:	Overseas student fee for students subject to minimum indicative fee						
DESCRIPTION:	The actual fee to be charged of an overseas student for a course in which a student is enrolled at the Higher Education Provider						
CODE FORMAT:	Data Type: Integer Units: Numeric, right justified with leading zeros if needed Width: 5						
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>00000</td><td>Not an overseas student, or an overseas student who is not subject to minimum indicative fee.</td></tr><tr><td>00001 to 99999</td><td>Fee charged, in whole dollars, for the course undertaken at the Higher Education Provider.</td></tr></tbody></table>	CODE	MEANING	00000	Not an overseas student, or an overseas student who is not subject to minimum indicative fee.	00001 to 99999	Fee charged, in whole dollars, for the course undertaken at the Higher Education Provider .
CODE	MEANING						
00000	Not an overseas student, or an overseas student who is not subject to minimum indicative fee.						
00001 to 99999	Fee charged, in whole dollars, for the course undertaken at the Higher Education Provider .						
CODING NOTES:	<p>Overseas fee amounts reported for a student/course on all enrolment files submitted to DEST in a calendar year will be aggregated to form the total tuition fee for the year. This amount will be used for the administration of fees for students subject to minimum indicative fees.</p> <p>Overseas Students who do not need to meet minimum indicative fees requirement are:</p> <ol style="list-style-type: none">1. Overseas students in course of study for which DEST has approved charges less than minimum indicative fee.2. Overseas student undertaking study in Australia as part of a formal exchange programme including Research students under co-tutelle arrangements.3. Overseas students undertaking study in Australia towards a Research Masters degree or a Research Doctoral degree who have been awarded a scholarship for that study on the basis of merit following a competitive process.4. Overseas students undertaking study wholly off-shore at an off-shore campus of an Australian Higher Education Provider.						
INPUT FILES:	Student Enrolment (EN)						
PREPARED ON:	6 May 2004						

Version no: 1.2
Released: 01/07/2004
Changed:19/10/04

ELEMENT NO. 521

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: OS-HELP STUDY PERIOD COMMENCEMENT-DATE

ELEMENT NAME: OS-HELP Study period commencement date

DESCRIPTION: A code which indicates the year, month and day on which the student commenced the current **six month OS-HELP study period** for which they are receiving an OS-HELP loan.

CODE FORMAT: Data Type: Alphanumeric
Units: YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 8 (1 four digit sub-field and 2 two digit sub-field)

CLASSIFICATION:

CODE	MEANING
00000000	Student is not in receipt of an OS-HELP loan
YYYYMMDD	Date student commenced their overseas study in YYYYMMDD format

CODING NOTES: YYYYMMDD 1st 4 digits - Year sub-field (e.g. 1952) 2nd 2 digits - Month sub-field (e.g. 04) 3rd 2 digits - Day sub-field (e.g. 16)

For students undertaking their first or discrete second six month study period, the study period commencement date is the date on which the student first commences study with the overseas institution in respect of the six month OS-HELP study period. For students undertaking a second six month study period that is a continuation of their first six month study period, the study period commencement date is the date six months hence of the date that the student first commences study with the overseas institution in respect of the six month OS-HELP study period

INPUT FILES: Student OS-HELP (OS) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 4 March 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 522

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: COHORT-YEAR
ELEMENT NAME: [Cohort](#) Year
DESCRIPTION: The year in which a student cohort commenced their course of study.
CODE FORMAT: Data Type: Character
Units: Numeric
Width: 4
CLASSIFICATION: **CODE** **MEANING**
0000 Student is not eligible to pay student cohort contributions and fees
0001 Student pays fees of a pre-2005 cohort
2005 to 2099 Cohort year of student who pays contribution of a post 2004 cohort
CODING NOTES: If the unit of study is part of a course of study for which the student is a member of a student cohort and the student meets any conditions to be eligible to pay the contributions and fees of the cohort, then the year to be reported is the year in which the student cohort commenced that particular course of study.
INPUT FILES: Student Load/Liability (LL)
PREPARED ON: 13 August 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 523

FIRST YEAR:	2005						
LAST YEAR:							
FIELD NAME:	QLD ENTRY CUT-OFF CSP						
ELEMENT NAME:	QLD entry cut-off for a commonwealth supported places (CSP)						
DESCRIPTION:	A code indicating the previous years' lowest QLD entry cut-off required for entry to a CSP for this course at this campus						
CODE FORMAT:	Data Type: Character Units: Numeric, right justified with the last two digits being interpreted as being separated by a forward slash when published Width: 4						
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0000</td><td>QLD entry cut-off is not applicable because:<ul style="list-style-type: none">• It is not the sole criterion for offer of a CSP or;• Course is not offered to a CSP or;• It is never used as a selection criteria or part of a selection criteria or;• The course is a new course and an entry cut-off has not yet been determined.</td></tr><tr><td>nnnn</td><td>QLD entry cut-off (reported as an OP/Rank- see coding notes) to a CSP for this award course</td></tr></tbody></table>	CODE	MEANING	0000	QLD entry cut-off is not applicable because: <ul style="list-style-type: none">• It is not the sole criterion for offer of a CSP or;• Course is not offered to a CSP or;• It is never used as a selection criteria or part of a selection criteria or;• The course is a new course and an entry cut-off has not yet been determined.	nnnn	QLD entry cut-off (reported as an OP/Rank- see coding notes) to a CSP for this award course
CODE	MEANING						
0000	QLD entry cut-off is not applicable because: <ul style="list-style-type: none">• It is not the sole criterion for offer of a CSP or;• Course is not offered to a CSP or;• It is never used as a selection criteria or part of a selection criteria or;• The course is a new course and an entry cut-off has not yet been determined.						
nnnn	QLD entry cut-off (reported as an OP/Rank- see coding notes) to a CSP for this award course						
CODING NOTES:	<p>The QLD entry cut-off to be reported is the published cut-off score at or above which all applicants who have met the stated entry requirements were offered a CSP in the course in the main round of offers.</p> <p>The QLD entry cut-off is published as the OP/QLD rank where:</p> <ul style="list-style-type: none">• OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students. It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.• QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission. <p>HEPs must provide entry cut-off information for every campus according to the postcode location of the campus</p> <p>HEPs outside Queensland may provide QLD entry cut-off here.</p> <p>In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round QLD entry cut-off for the course.</p>						
INPUT FILES:	Campus (CM) file						
PREPARED ON:	1 June 2005						

ELEMENT NO. 524

FIRST YEAR:	2005						
LAST YEAR:							
FIELD NAME:	QLD ENTRY-CUT-OFF-DOMESTIC-FEE-PAYING						
ELEMENT NAME:	QLD Entry Cut-off for a domestic fee paying place						
DESCRIPTION:	A code indicating the previous year's lowest QLD entry cut-off required for entry to a domestic fee paying place for this course at this campus.						
CODE FORMAT:	Data Type: Character Units: Numeric, right justified with the last two digits being interpreted as being separated by the forward slash when published Width: 4						
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0000</td><td>QLD entry cut-off is not applicable because;<ul style="list-style-type: none">• It is not the sole criterion for offer of a domestic fee-paying place or;• Course is not offered to a domestic fee-paying place or;• It is never used as a selection criteria or part of a selection criteria or;• The course is a new course and an entry cut-off has not yet been determined.</td></tr><tr><td>nmmn</td><td>QLD entry cut-off for a domestic fee-paying award course</td></tr></tbody></table>	CODE	MEANING	0000	QLD entry cut-off is not applicable because; <ul style="list-style-type: none">• It is not the sole criterion for offer of a domestic fee-paying place or;• Course is not offered to a domestic fee-paying place or;• It is never used as a selection criteria or part of a selection criteria or;• The course is a new course and an entry cut-off has not yet been determined.	nmmn	QLD entry cut-off for a domestic fee-paying award course
CODE	MEANING						
0000	QLD entry cut-off is not applicable because; <ul style="list-style-type: none">• It is not the sole criterion for offer of a domestic fee-paying place or;• Course is not offered to a domestic fee-paying place or;• It is never used as a selection criteria or part of a selection criteria or;• The course is a new course and an entry cut-off has not yet been determined.						
nmmn	QLD entry cut-off for a domestic fee-paying award course						
CODING NOTES:	<p>The QLD entry cut-off to be reported is the published cut-off score at or above which all applicants who have met the stated entry requirements were offered a domestic fee-paying place in the course in the main round of offers.</p> <p>The QLD entry cut-off is published as the OP/QLD rank where:</p> <ul style="list-style-type: none">• OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students. It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.• QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission. <p>HEPs must provide entry cut-off information for every campus according to the postcode location of the campus.</p> <p>HEPs outside Queensland may provide QLD entry cut-off here.</p> <p>In cases where there is direct entry or no TAC is involved in the admission process, HEPs are to provide the equivalent main round QLD entry cut-off for the course.</p>						
INPUT FILES:	Campus (CM) file						
PREPARED ON:	1 June 2005						

ELEMENT NO. 525

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CAMPUS LOCATION
ELEMENT NAME: [Campus](#) location
DESCRIPTION: Name of suburb/town/regions where the campus is located.
CODE FORMAT: Data Type: Character
Units: Text (alphanumeric), left justified with trailing blanks if needed
Width: 27
CLASSIFICATION: **CODE** **MEANING**
Any data Text provided by the higher education provider
CODING NOTES: This field must include a name that is meaningful in determining the location of the Campus. Specific campus names which do not indicate campus location should not be included (i.e. St Francis of Assisi campus).
INPUT FILES: Campus file (CM)
PREPARED ON: 19 April 2005

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 526

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CLS-STATUS-CODE
ELEMENT NAME: Commonwealth Learning Scholarship (CLS) status code
DESCRIPTION: A code which identifies the status of Commonwealth Learning Scholarship (CLS) .
CODE FORMAT: Data Type: Numeric
Width: 1
CLASSIFICATION:

CODE	MEANING
0	Student is not in receipt of an Commonwealth Learning Scholarship
1	Student has a Current Commonwealth Learning Scholarship
2	Student has a Deferred Commonwealth Learning Scholarship
3	Student has a Terminated Commonwealth Learning Scholarship

CODING NOTES:
INPUT FILES: Commonwealth Learning Scholarship (SS)
PREPARED ON: 2 March 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 527

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: OS-HELP DEBT INCURRAL-DATE

ELEMENT NAME: OS-HELP debt incurral date

DESCRIPTION: A code which indicates the year, month and day on which the student incurred their OS-HELP debt.

CODE FORMAT: Data Type: Alphanumeric
Units: YYYYMMDD, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 8 (1 four digit sub-field and 2 two digit sub-field)

CLASSIFICATION:	CODE	MEANING
	00000000	Student does not have an OS-HELP Debt
	YYYYMMDD	Date student incurred OS-HELP debt in YYYYMMDD format

CODING NOTES: YYYYMMDD format:
1st 4 digits - Year sub-field (e.g. 1952)
2nd 2 digits - Month sub-field (e.g. 04)
3rd 2 digits - Day sub-field (e.g. 16)

The OS-HELP debt incurral date is the date that the provider paid the OS-HELP loan amount to the student.

INPUT FILES: Student OS-HELP (OS) & Revisions (RF)

PREPARED ON: 3 May 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 528

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: OS-HELP-PAYMENT

ELEMENT NAME: OS-HELP payment amount

DESCRIPTION: The amount of OS-HELP assistance paid to the student in respect of the six month OS-HELP study period.

CODE FORMAT: Data Type: Integer
Units: Numeric, right justified with leading zeros if needed
Width: 8

CLASSIFICATION:	CODE	MEANING
	00000000	No amount of OS-HELP payment received
	00000001 to 99999999	Amount of OS-HELP assistance paid to the student in respect of a six month study period (excluding the 20% loan fee), including cents

CODING NOTES: The OS-HELP payment amount must exclude the 20% loan fee which is reported separately in Element 529 (Loan fee)

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

INPUT FILES: Student OS-HELP (OS) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 17 February 2005

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 529

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: LOAN-FEE
ELEMENT NAME: Loan fee
DESCRIPTION: The [loan fee](#) that is charged for a [FEE-HELP](#) undergraduate student or an OS-HELP student
CODE FORMAT: Data Type: Integer
Units: Numeric, right justified, with leading zeros if needed
Width: 8
CLASSIFICATION: **CODE** **MEANING**
00000000 No loan fee to be charged
00000001 to 99999999 Loan fee amount, including cents
CODING NOTES: Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".
The loan fee charged for an OS-HELP student is only to be reported on the OS-HELP File.
INPUT FILES: Student Load/Liability (LL) & OS-HELP (OS)
PREPARED ON: 14 June 2005

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 533

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-OF-STUDY-CODE

ELEMENT NAME: Course of study code

DESCRIPTION: A code which uniquely identifies an enabling course or a course leading to a higher education award.

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric), left justified with trailing blanks if needed
Width: 10

CLASSIFICATION:

CODE	MEANING
0000000000	Not a course of study code.
Any text or numbers	A course of study code.

CODING NOTES: The same code may be used in more than one record provided that the course leads to the same award. All courses which are associated with a course of study must have the same value for Element 310 (Course of study type code) concatenated with Element 350 (Course of study load).

Not a course of study includes: Non-award; Cross-provider program for undergraduate courses at home Higher Education Provider; Cross-provider program for postgraduate courses at home Higher Education Provider; Open learning undergraduate studies and Open learning postgraduate studies.

INPUT FILES: Course of Study (CO) & Electronic Commonwealth Assistance (PO)

PREPARED ON: 21 June 2004

Version no: 1.1
Released: 01/07/2004

Changed:

ELEMENT NO. 534

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-DATE

ELEMENT NAME: Course of study commencement date

DESCRIPTION: A code which indicates the month and year in which the student commenced the current **course of study** for the first time

CODE FORMAT: Data Type: Date
Units: YYYYMM, right justified (in each sub-field), with a leading zero (in each sub-field) if needed
Width: 6 (1 four digit sub-field and 1 two digit sub-field)

CLASSIFICATION:

CODE	MEANING
YYYYMM	Date student commenced the course of study in YYYYMM format

CODING NOTES: YYYYMM format: 1st 4 digits - Year sub-field (e.g. 1978)
2nd 2 digits - Month sub-field (e.g. 06)
;Please refer to glossary entry for 'Commencing students'

INPUT FILES: Student Load/Liability (LL)

PREPARED ON: 16 June 2004; revised 9 August 2005

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 536

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-FEE-TYPE

ELEMENT NAME: Course fee type

DESCRIPTION: A code which identifies the variety of ways the course is offered to the students

CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
0	Does not apply to this course
1	Course offered only to Commonwealth Supported Places
2	Course offered only to Domestic Fee-paying places
3	Course offered to both Commonwealth Supported Places and Domestic Fee-paying places

CODING NOTES:

INPUT FILES: Campus (CM) file

PREPARED ON: 15 April 2005

ELEMENT NO. 537

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: ADD-ENT-CRI

ELEMENT NAME: Additional Entrance Criteria

DESCRIPTION: A code which identifies the mix of entrance criteria used when giving consideration to the offer of a place

CODE FORMAT: Data Type: Character
Units: Code (numeric)
Width: 1

CLASSIFICATION:

CODE	MEANING
1	Entry Cut-off score is the only consideration for entrance into this course
2	Entry Cut-off score is not the only consideration for entrance into this course
3	Entry Cut-off score is not a consideration for entrance into this course.

CODING NOTES: A '2' is to be reported whenever additional entrance criteria are required for consideration for entrance into this course i.e. an audition or the submission of a portfolio.

A '3' is to be reported when an entry cut-off score is not relevant for consideration for entrance into this course.

Entry cut-off score is defined at elements 497, 498, 523 & 524.

INPUT FILES: Campus (CM) file

PREPARED ON: 19 April 2005

ELEMENT NO. 538

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CLS-TERMINATION-CODE
ELEMENT NAME: Commonwealth Learning Scholarship (CLS) termination reason code
DESCRIPTION: A code which identifies the reason for the termination of a Commonwealth Learning Scholarship (CLS)
CODE FORMAT: Data Type: Numeric
Units:
Width: 1
CLASSIFICATION:

CODE	MEANING
0	Scholarship active
1	Course complete / Bachelor or higher level award completed
2	Full Scholarship Period consumed
3	Unsatisfactory academic progress
4	No longer eligible

CODING NOTES:
INPUT FILES: Commonwealth Learning Scholarship (SS)
PREPARED ON: 2 March 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 543

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: AUTHORISING-OFFICER
ELEMENT NAME: Authorising officer
DESCRIPTION: The full name of the authorising officer in the Higher Education Provider
CODE FORMAT: Data Type: Character
Units: Text, left justified with trailing blanks if needed
Width: 40
CLASSIFICATION: **CODE** **MEANING**
Any data Text for the full name of the authorising officer in the Higher Education Provider
CODING NOTES: Where the variation relates to the remission of a HELP debt, the authorising officer is the person who took the decision to remit the debt.
INPUT FILES: Revisions (RF)
PREPARED ON: 5 March 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 545

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CLS- CODE
ELEMENT NAME: Commonwealth Learning Scholarship (CLS) code
DESCRIPTION: A code which identifies the Commonwealth Learning Scholarship (CLS)
CODE FORMAT: Data Type: Numeric
Units:
Width: 1
CLASSIFICATION:

CODE	MEANING
1	Commonwealth Education Costs Scholarship
2	Commonwealth Accommodation Scholarship

CODING NOTES:
INPUT FILES: Commonwealth Learning Scholarship (SS)
PREPARED ON: 17 March 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 546

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: ENROL-YEAR
ELEMENT NAME: Enrolment Year
DESCRIPTION: The year to which the enrolment record relates
CODE FORMAT: Data Type: Character
Units: Numeric
Width: 4
CLASSIFICATION: **CODE** **MEANING**
2005 to 2099 The year to which the enrolment record relates
CODING NOTES:
INPUT FILES: Student Enrolment (EN)
PREPARED ON: 28 April 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 547

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: ELIGIBILITY

ELEMENT NAME: Request for Commonwealth assistance indicator

DESCRIPTION: A code that indicates which request for Commonwealth assistance form the student completed, and what the student's eligibility status was at the time.

CODE FORMAT: Data Type: Character

Units: Numeric

Width: 2

CLASSIFICATION: **CODE** **MEANING**

Request for Commonwealth support and HECS-HELP

10 Australian citizen

11 New Zealand citizen

12 Permanent humanitarian visa holder

13 Permanent visa holder (other than permanent humanitarian visa)

Request for Commonwealth support and HECS-HELP - pre-2005 HECS

20 Australian citizen

21 New Zealand citizen who is NOT eligible for HECS-HELP

22 New Zealand citizen who is eligible for HECS-HELP

23 Permanent visa holder who is NOT eligible for HECS-HELP

24 Permanent visa holder who is eligible for HECS-HELP

Request for FEE-HELP assistance

30 Pre-2005 PELS student who is eligible for FEE-HELP

31 Post-2005 student who is an Australian citizen

32 Post-2005 student who holds a permanent humanitarian visa

33 Post-2005 student who holds a permanent visa and who is doing a BOTP course

Request for FEE-HELP assistance - Open Universities Australia (OUA)

40 Australian citizen

41 Permanent humanitarian visa holder

OS-HELP debt confirmation

50 Student who has requested an OS-HELP loan

CODING NOTES:

INPUT FILES: Electronic Payment Commonwealth Assistance (PO)

PREPARED ON: 18 May 2004

Version no: 1.1

Released: 01/07/2004

Changed:

ELEMENT NO. 548

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: CONTRIBUTION-METHOD
ELEMENT NAME: Student contribution payment method
DESCRIPTION: A code indicating a student's contribution payment method
CODE FORMAT: Data Type: Character
Units: Numeric
Width: 1

CLASSIFICATION:

CODE	MEANING
0	Student is not eligible for HECS-HELP assistance
1	Student has elected to make a full up-front payment of student contribution
2	Student has elected to obtain a HECS-HELP loan for all or part of student contribution and wishes to make a partial up-front payment
3	Student has elected to obtain a HECS-HELP loan for all or part of student contribution and does not wish to make a partial up-front payment

CODING NOTES:
INPUT FILES: Electronic Commonwealth Assistance (PO)
PREPARED ON: 21 June 2004

Version no: 1.1
Released: 01/07/2004
Changed:

ELEMENT NO. 551

FIRST YEAR: 2005
LAST YEAR:
FIELD NAME: SUM-SCHOOL
ELEMENT NAME: Summer school indicator
DESCRIPTION: A code indicating if a unit of study is a full-fee summer school unit of study
CODE FORMAT: Data Type: Character
Units: Numeric
Width: 1
CLASSIFICATION:

CODE	MEANING
1	Unit of study is NOT a full-fee summer school unit of study
2	Unit of study is a full-fee summer school unit of study

CODING NOTES:
INPUT FILES: Student Load/Liability (LL)
PREPARED ON: 10 December 2004

ELEMENT NO. 552

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: ELIGIBILITY-SCORE

ELEMENT NAME: Eligibility score

DESCRIPTION: The score determined by the institution as the lowest score at which any student, whether Commonwealth Supported or Domestic Fee-paying, be eligible for consideration for this course, excluding special entry.

CODE FORMAT: Data Type: Character
Units: Numeric, right justified with the last two digits provided are interpreted as being after the decimal point when published
Width: 4

CLASSIFICATION:

CODE	MEANING
0000	An eligibility score is not applicable because it is never used as an entrance criterion or part of the selection criteria.
0001 to 9995	The eligibility score (reported as a common index - see coding notes).

CODING NOTES: The Eligibility Score to be reported is the value for the common index that has been agreed by MCEETYA. The values for the common index will range from 0001 to 9995. The common index is given different names in different states as listed below:

- SA/NT - Tertiary Entrance Rank (TER);
- VIC - Equivalent National Tertiary Entrance Rank (ENTER);
- WA - Tertiary Entrance Rank (TER);
- TAS - Tertiary Entrance Rank (TER);
- ACT - Universities Admissions Index (UAI);
- NSW - Universities Admissions Index (UAI); and
- QLD- Interstate Transfer Index

HEPs must provide eligibility score information for their campus according to the postcode location of the campus.

Queensland HEPs may provide an eligibility score for this field.

INPUT FILES: Campus (CM) file

PREPARED ON: 19 April 2005

ELEMENT NO. 555

FIRST YEAR:	2005						
LAST YEAR:							
FIELD NAME:	OP/QLD ELIGIBILITY-RANK						
ELEMENT NAME:	The QLD eligibility score required to be academically capable of completing the course.						
DESCRIPTION:	The score below which the HEP will not offer any student a place in this course through the standard admission process						
CODE FORMAT:	Data Type: Character Units: Code (Numeric) Width: 4						
CLASSIFICATION:	<table><thead><tr><th>CODE</th><th>MEANING</th></tr></thead><tbody><tr><td>0000</td><td>QLD eligibility score is not applicable because it is never used as a selection criteria or part of a selection criteria.</td></tr><tr><td>nnnn</td><td>The QLD eligibility score (reported as the OP/QLD rank - see coding notes).</td></tr></tbody></table>	CODE	MEANING	0000	QLD eligibility score is not applicable because it is never used as a selection criteria or part of a selection criteria.	nnnn	The QLD eligibility score (reported as the OP/QLD rank - see coding notes).
CODE	MEANING						
0000	QLD eligibility score is not applicable because it is never used as a selection criteria or part of a selection criteria.						
nnnn	The QLD eligibility score (reported as the OP/QLD rank - see coding notes).						
CODING NOTES:	<p>The QLD eligibility score is published as the OP/QLD rank where:</p> <ul style="list-style-type: none">• OP (Overall Position) refers to cut-off information relevant to Queensland Year 12 students. It is a number (Low 25 to High 01) that indicates rank order position based on overall achievement.• QLD Rank (a number from Low 47 to High 99) refers to the rank calculated from academic or other achievement of the student at the time of admission. <p>HEPs must provide eligibility score information for their campus according to the postcode location of the campus.</p> <p>HEPs outside QLD may provide an eligibility score for this field.</p>						
INPUT FILES:	Campus (CM) file						
PREPARED ON:	30 March 2005						

ELEMENT NO. 556

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: OFFER-YEAR

ELEMENT NAME: Offer Year

DESCRIPTION: The year to which the course will be being offered.

CODE FORMAT: Data Type: Character
Units: Code (Numeric)
Width: 4

CLASSIFICATION:

CODE	MEANING
2005 to 2099	The year to which the course is being offered

CODING NOTES: All courses to be offered in the reference year must be reported. For example, the campus file reported to DEST in August 2005, has a reference year of 2006.

HEPs may include courses to be offered beyond the reference year. In these cases the year reported must be the year the course is first offered.

INPUT FILES: Campus (CM) file

PREPARED ON: 19 April 2005

ELEMENT NO. 557

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: TAC-OFFER

ELEMENT NAME: TAC offer

DESCRIPTION: The admission centre that handles applications for this course

CODE FORMAT: Data Type: Character

Units: Alphanumeric, right justified, not mandatory to fill all spaces, unused spaces can be left blank.

Width: 5

CLASSIFICATION:

CODE	MEANING
Z	Application not managed by a TAC
Q	apply through QTAC
S	apply through SATAC
T	apply through TISC
U	apply through UAC
V	apply through VTAC

CODING NOTES: Permissible values are restricted to any combination of 'QSTUV' or 'Z', ranging from a single value to any combination of the 5.

For example, QUV would indicate that applications are handled by QTAC, UAC or VTAC. A prospective student can apply to any one of these organisations for this course.

If application for a course is not managed by a TAC the field must be 'Z'

INPUT FILES: Campus (CM) file

PREPARED ON: 8 July 2005

ELEMENT NO. 558

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: UNIT-HELP-DEBT

ELEMENT NAME: Unit of study HELP Debt

DESCRIPTION: The HELP debt amount due for a unit of study

CODE FORMAT: Data Type: Integer

Units: Numeric, right justified with leading and trailing zeros if needed

Width: 8

CLASSIFICATION: **CODE** **MEANING**

00000000 No Help debt for unit of study

00000001 to Liability amount including cents

99999999

CODING NOTES:

Values less than 10000000 must have leading and trailing zeros, NOT spaces. For example, \$585 is to be expressed as "00058500" and \$585:45 is to be expressed as "00058545".

PLEASE NOTE:

The amount reported should reflect the correct value for this element at the time of reporting, and should reflect what the HEP has told student. DEST will validate this for consistency with all data for a student/course/unit of study census date when the data are loaded to the DEST database.

The following describes how the [Unit of study HELP](#) debt is to be calculated. However, it is important to note that while the calculation is done using all Student Load /Liability records for a student /course of study / unit of study census date, the reporting is to be on a individual unit of study basis. Unit of study HELP debt to be reported is calculated thus:

Student has no HELP Debt for the unit of study:

If the value for Element 490 (Student status code) is **not** 110, 201, 220, 230, 231, 232, or 233 then the value for Element 558 (Unit of study HELP debt) must be "00000000".

Student has HELP Debt for the unit of study**(i) HECS-HELP**

- If [Element 490](#) (Student status code) = 110 or 201 then calculate the "real value" of [Element 381](#) (Amount paid up front) thus:

For all records for a student /course / unit of study census date, and a value for Element 490 (Student status code) of 110, 111, 201, or 202, sum all values for Element 381 (Amount paid up front) and the [Element 384](#) (Total amount charged), then;

- If the sum of all values of Element 381 (Amount paid up front) is greater than or equal to \$500, or less than \$500 and is equal to 80% of the sum of all values for Element 384 (Total amount charged), then the "real value" of Element 381 for each unit is (the value of Element 381 for that unit multiplied by 1.25)
- If the sum of all values of Element 381 (Amount paid up front) is less than \$500, and less than 80% of the sum of all values for Element 384 (Total amount charged), then the "real value" of Element 381 for each unit is equal to the value of Element 381 for that unit.
- To get the value of Element 558 (Unit of study HELP debt). Subtract the "real value" of Element 381 for the unit from the value of Element 384 (Total amount charged) for the unit.

(ii) FEE-HELP

- If Element 490 (Student status code) equals 220, 230, 231, 232, or 233 and Element 381 (Amount paid up front) is less than Element 384 (Total amount charged), then the value of Element 558 (unit of study HELP Debt) is calculated thus:
- Subtract Element 381 (Amount paid up front) from

Element 384 (Total amount charged).

INPUT FILES: Student Load/Liability (LL)
PREPARED ON: 24 March 2005

ELEMENT NO. 559

FIRST YEAR: 2005

LAST YEAR:

FIELD NAME: COURSE-CAMPUS-POSTCODE

ELEMENT NAME: Course campus postcode

DESCRIPTION: The Australian postcode or overseas country code location of the campus of the Higher Education Provider where the course is being offered

CODE FORMAT: Data Type: Character
Units: Code (alphanumeric)
Width: 5

CLASSIFICATION:

CODE	MEANING
X1200 to X9299	Overseas country code from countries classification
A0001 to A9998	Australian Postcode

CODING NOTES: This code must reflect the Australian postcode or overseas country code of the campus of the Higher Education Provider where the course is being offered.

Refer to [Appendix C - Standard Australian Classification of Countries](#).

INPUT FILES: Campus (CM) file

PREPARED ON: 10 February 2005

