

# Higher Education Student Collection Data Collection and Timing Matrix

The following timing matrix should be read in conjunction with the relevant scope documents.

## STUDENT DATA FILES

Data File	Data to be included in file	Submission	Final Submission dates														
			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Reference Year <span style="background-color: yellow;">■</span> Previous Year <span style="background-color: cyan;">■</span> Non Specific Year <span style="background-color: green;">■</span>																	
Student Load Liability data (a) (b) (c) (d)	Data for all domestic and overseas higher education students	1 <sup>st</sup> half year						31				31					
		2 <sup>nd</sup> half year			31									31			
ATO data (Commonwealth Assisted Students file) (a) (b) (c) (d)	Data for all Commonwealth assisted students	1 <sup>st</sup> half year						31				31					
		2 <sup>nd</sup> half year			31										31		
ATO data (Electronic Commonwealth Assistance file)	Data for all students who complete an electronic Commonwealth assistance form	1 <sup>st</sup> half year										31					
		2 <sup>nd</sup> half year			31												
Revisions file	Data for revisions and remissions	Data may be provided for 2005 onwards			31			31				31			31		
Student Enrolment data (a) (b) (c) (d)	Data for all domestic and overseas higher education students for whom a corresponding Load Liability record is being reported	1 <sup>st</sup> half year						31				31					
		2 <sup>nd</sup> half year			31										31		
Course of study file (e)	Data for all courses to be offered in the following collection year											1					
Campus file (e)	Data for all courses at the campus level to be offered in the following collection year											1					
Student OS-HELP file	Data for all students who are in receipt of an OS-HELP loan	1 <sup>st</sup> half year										31					
		2 <sup>nd</sup> half year			31												
Past course completions file	Data for all students completing a course in the year prior to the collection year						30										
Unit of Study completions file	Data indicating students' completion status for units undertaken the year prior to the collection year				31												

Commonwealth Scholarships			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC			
Continuing scholarship holders	Data for all continuing scholarship recipients	1 <sup>st</sup> half year									31						
		2 <sup>nd</sup> half year			31												
CAS-Indigenous Payment Scholarship	Data for CAS-Indigenous Payment Scholarship recipients is required within 15 days of census date.																
All other commencing scholarship data	Data for all other commencing scholarship recipients is required within 15 days of census date.																

- (a) Data to be reported at 31 March is for units of study with a census date between 1 September and 31 December of the previous year.  
 (b) Data to be reported 31 August is for units of study with a census date between 1 April and 30 June  
 (c) Data to be reported 31 October is for units of study with a census date between 1 July and 31 August  
 (d) Data to be reported at 31 May is for units of study with a census date between 1 January and 31 March  
 (e) Data to be reported at 1 August relates to courses offered in the following year

1<sup>st</sup> half year – Unit of study census dates between 1 January and 30 June  
 2<sup>nd</sup> half year – Unit of study census dates between 1 July and 31 December

STAFF TIMING MATRIX (NOTE: Only to be submitted by Table A, B and C providers.)			JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
Full-time/Fractional full-time and estimated Causal staff FTE	Full time/fractional full-time staff data as at 31 March of the reference year								30							
Casual staff file	Casual staff data relating to actual casual data as at 31 December of the year prior to the reference year								30							