### Key dates and deadlines

Keep on track with our key dates and deadlines.

<table>
<thead>
<tr>
<th>Date</th>
<th>Key Date or deadline</th>
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<tbody>
<tr>
<td>1 August</td>
<td>2015 Course of Study and Campus submission</td>
</tr>
<tr>
<td>15 August</td>
<td>Verification of 2014 Staff data – deadline for sign off</td>
</tr>
<tr>
<td>31 August</td>
<td>Student submission</td>
</tr>
<tr>
<td>31 August</td>
<td>Student Revision submission</td>
</tr>
<tr>
<td></td>
<td>All outstanding revisions to units of study data</td>
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<tr>
<td>31 August</td>
<td>SA-HELP submission</td>
</tr>
<tr>
<td>31 August</td>
<td>OS-HELP submission</td>
</tr>
<tr>
<td>31 August</td>
<td>Commonwealth Scholarships – continuing students</td>
</tr>
<tr>
<td>15 September</td>
<td>Verification commences for 2014 first half year student data</td>
</tr>
<tr>
<td></td>
<td>Deadline for sign off – 15 October</td>
</tr>
</tbody>
</table>

*Remember you can submit any time before the due date. Plan well! Please don’t leave your submissions until the last day.*

*The [key dates and reporting deadlines](#) calendar lists all the dates you need to remember.*
August 31 Submission

Plan ahead, submit your data any time after the census date.

There are a number of submissions due for this reporting period. This includes the:

- Student submission
- SA-HELP
- OS-HELP
- Commonwealth Scholarships
- Outstanding revisions to units of study

For Table A and B providers, this will be the first time you will be reporting on OS-HELP assistance for the new Study in Asia loans. Our OS-HELP FAQs have lots of information to assist you with the reporting of these new values. If you require any additional assistance please don’t hesitate to contact us.

Don’t forget that the submission date is the date by which all submissions must be successfully validated in HEIMS. It’s not the date you first start reporting your data. So please plan ahead, be organised and don’t leave your reporting until the last minute. Give yourself plenty of time to correct errors so that you are able to submit quality data to the department by the due date. This will help to make verification of your data in September so much easier.

If you don’t have a census date in the reporting period for the 31 August submissions and have no revisions to report, please let us know by emailing us at HEIMS.datacollections@education.gov.au.

Training

We have some great training coming up in August and September.

It is essential that your organisation has a fully trained reporting team to enable you to meet your submission and verification deadlines. Our next round of training sessions have now been finalised. Please click on registration link for the webinar you are interested in attending.

Don’t forget that we do also offer personalised training via webinar or face-to-face from our Canberra or Perth offices. These sessions can be tailored to meet your needs at a time that works best for you. If you would like to organise a customised session please contact us.
Staff Verification

Only two weeks left to finalise your staff verification reports.

With the staff verification deadline drawing closer, please make sure these reports receive the priority they need to be finalised by 15 August. Remember that there is NO opportunity to revise these reports further after finalisation. Please take extra care when checking so that there are no tears when your data is published.

Need help to verify your reports?

The verification section of the Higher Education Staff Data Collection page includes the Verifying your data toolkit and will explain everything you need to know to complete the verification process. Don’t forget to check out our recent webinar, Reporting Staff data. This has tips on what to look for when checking your staff data and you can view it from the comfort of your own desk.

Commencement date revisions

Need to revise a commencement date?

The Commencement Date Revision submission enables you to revise a student’s course of study commencement date. This new functionality was included in the latest HEPCAT release. It lets you update any errors or inconsistencies you may identify with a student’s course of study commencement date.

Our webinar the Commencement Date Revision submission (PPTX 1.6MB) provides you with all the details on this process. The new Commencement date revision guides will also provide you with valuable information.

New calendar!

Need a timeline for all your reporting dates?

A new calendar listing all the regular reporting requirements for the Department of Education is now available on HEIMSHELP. A printer friendly version is also provided for you to print it out and have on hand.

If you have any questions or comments on the calendar please let us know. Your feedback is always every welcome.
2013 data now published

2013 Publications and uCube now available.

The Higher Education 2013 student data collection is now available on the department’s website. This includes enrolments, equivalent full time student load and completions data.

uCube has also been updated for 2013. This will give you access to the latest multi-dimensional time series data collected through the Higher Education data collection.

Urgent Manual Revisions

Can you still revise a HELP debt with the ATO?

As we advised in our May newsletter, the ATO no longer accepts new requests from providers or students to directly revise a HELP debt. All HELP debts incurred and revised from 1 January 2005 must be reported to HEIMS using the standard submission and revision processes.

So what can a student do if they are unable to pay their compulsory repayment or believe the amount of compulsory repayment raised on their notice of assessment is incorrect because the ATO has not received revised data that may change or remove a student’s debt?

Providers should advise students to contact the ATO directly to discuss their situation so that appropriate action can be taken.

Students can contact the ATO by phoning 13 28 61 between 8.00 am and 6.00 pm, Monday to Friday.

Universities only

To revise a HECS debt that was incurred prior to 1 January 2005, universities will still need to liaise directly with the ATO. More details on this process are available in section 35 of the Higher Education Administrative Information for Providers.

Please note there should be no further remissions of pre-2005 HECS debts as the time limit for a person to make an application to remit debts incurred under the Higher Education Funding Act 1988 has lapsed.
Duplicate student IDs

Stop the tidal wave!

There has been a major increase over the last twelve months in the number of students who have been allocated more than one Student Identification code (element 313) by their institution.

It’s important to remember that a student should only be allocated one ID that stays with them for the life of their studies at your institution.

The main circumstance in which it may be necessary to allocate new student IDs is when you have implemented a new student administration system and the new IDs are imposed on you as part of the upgrade. In this case it is essential that you advise the department of the system change and the new IDs prior to reporting any new values to the department. The Changes to student administration systems document outlines the issues to consider and the appropriate action to take when you are implementing a new student system.

A change of name, gender or course is not a reason to allocate a new student ID. We recognise that there will inevitably be some occasions when a student is accidentally allocated more than one ID. But these events should be minimal and in these situations we can undertake a concordance process to link the duplicate IDs. But this is a complex process and the proliferation of duplicate IDs is creating significant issues in HEIMS as the student ID is a key value that identifies every student record in the database. In particular, duplicate IDs create serious complications during the transfer of student HELP debts to the ATO.

In this latest transfer of data to the ATO, additional delays of up three weeks have been created in trying to decrypt and manage files where a provider has reported a student’s debts under two or more separate IDs. This has serious implications for the timeliness of the transfer of all providers HELP debts to the ATO. This in turn can contribute to unnecessary disadvantage and stress for students.

Please ensure that you are allocating and reporting your student ID codes accurately.

Don’t forget! One student. One ID!

2014 HELP Provider Forum

Don’t forget the 2014 HELP Provider Forum

Your contact information

Do we have your current contact info?