

## HIGHER EDUCATION DATA COLLECTIONS - STUDENT DATA COLLECTION 2016 REPORTING SCHEDULE

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

| Submission                           | Reporting Year  | 2015   |     |     |     |     | 2016 |     |     |     |     |     |     |     |     |     |     |     | 2017 |     |     |     |     |     |    |  |  |  |  |  |  |  |  |
|--------------------------------------|---|--|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|----|--|--|--|--|--|--|--|--|
|                                      |   | AUG  | SEP | OCT | NOV | DEC | JAN  | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN  | FEB | MAR | APR | MAY | JUN |    |  |  |  |  |  |  |  |  |
| Course of Study                      | 2016  | 1  |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |    |  |  |  |  |  |  |  |  |
| Campus                               | 2016  | 1  |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |    |  |  |  |  |  |  |  |  |
| Student (a)                          | 2016  |  |     |     |     |     |      |     |     |     | 31  |     |     | 31  |     | 31  |     |     |      |     |     | 31  |     |     |    |  |  |  |  |  |  |  |  |
| SA-HELP (b)                          | 2016  |  |     |     |     |     |      |     |     |     |     |     |     | 31  |     |     |     |     |      |     |     | 31  |     |     |    |  |  |  |  |  |  |  |  |
| OS-HELP (b)                          | 2016  |  |     |     |     |     |      |     |     |     |     |     |     | 31  |     |     |     |     |      |     |     | 31  |     |     |    |  |  |  |  |  |  |  |  |
| Unit of Study Completions            | 2016  |  |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     | 30  |    |  |  |  |  |  |  |  |  |
| Past Course Completions              | 2016  |  |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     | 30  |    |  |  |  |  |  |  |  |  |
| Commonwealth Scholarships            | 2016 Offers (c)   |  |     |     |     |     | 22   |     |     |     |     |     | 15  |     |     |     |     |     |      |     |     |     |     |     |    |  |  |  |  |  |  |  |  |
|                                      | 2016 Continuing   |  |     |     |     |     |      |     |     |     |     |     |     | 31  |     |     |     |     |      |     |     | 31  |     |     |    |  |  |  |  |  |  |  |  |
|                                      | 2016 Commencing   | within 15 days of census date                |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |    |  |  |  |  |  |  |  |  |
| Revisions (d)                        | Prior to each Student data reporting period and as required by provider |  |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     |    |  |  |  |  |  |  |  |  |
| Verification (e) of student data     | 2016 half year  | Commences September 15 - Sign Off by October |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     | 15  |     |     |     |    |  |  |  |  |  |  |  |  |
|                                      | 2016 full year  |  |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     | 15 |  |  |  |  |  |  |  |  |
| Verification (e) of completions data | 2016 full year  |  |     |     |     |     |      |     |     |     |     |     |     |     |     |     |     |     |      |     |     |     |     |     | 15 |  |  |  |  |  |  |  |  |

### Notes

#### (a)

Student data to be reported 31 May 2016 is for units of study with a census date between 1 January and 31 March 2016.

Student data to be reported 31 August 2016 is for units of study with a census date between 1 April and 30 June 2016.

Student data to be reported 31 October 2016 is for units of study with a census date between 1 July and 31 August 2016.

Student data to be reported 31 March 2017 is for units of study with a census date between 1 September and 31 December 2016.

#### (b)

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

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

(c) Commonwealth Scholarship (CS) Offers submission date 22 January 2016 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 22 January 2016 made to students for the 2016 reporting year.

Commonwealth Scholarship (CS) Offers submission date 15 June 2016 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 15 June 2016 made to students for the 2016 reporting year.

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

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