

VET FEE-HELP STUDENT DATA COLLECTION REPORTING SCHEDULE

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

Submission	Reporting Year	2016												2017										
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN					
VET Course of Study Submission		Reported prior to the first student submission																						
VET Student Submission ^(a)	2016					31			31		31		9	13										
VET Unit of Study Completions Submission ^(b)	2016							31						13										
VET Course Completions Submission ^(c)	2016							31				9	13											
Revisions ^(d)	All years	Reported as soon as practicable after identification to ensure accurate debt information is transferred to the ATO																						
Verification of VET Student and Completions data ^(e)	2016 Half year	Commences September 1 - Sign off by September 30												30										
	2016 Full year													Commences January 13 - Sign off by February 1						1				

(a) Student data

units of study with a census date between:

- 1 January and 31 March to be reported no later than **31 May 2016**
- 1 April and 30 June to be reported no later than **31 August 2016**
- 1 July and 31 August to be reported no later than **31 October 2016**
- 1 September and 30 November to be reported no later than **9 December 2016**
- 1 December and 31 December to be reported no later than **13 January 2017**

(b) Unit of Study Completions

units of study with a census date between:

- 1 January and 30 June to be reported no later than **31 August 2016**
- 1 July and 31 December to be reported no later than **13 January 2017**

All units of study reported during the year with a status of "in progress" must be updated with the actual outcome as at the end date of the unit.

(c) Course Completions

- courses completed in period between 1 January and 30 June is to reported no later than **31 August 2016**
- courses completed in period between 1 July and 30 November to be reported no later than **9 December 2016**
- courses completed in period between 1 December and 31 December to be reported no later than **13 January 2017**

(d) Revisions

All revisions and corrections to data are to be reported as soon as practicable after identification. This should be no later than **13 January 2017**

(e) Verification of Student and Completions data

Verification of 2016 full year data commences on 13 January 2017 with checking and sign off of data no later than **1 February 2017**
A signed statutory declaration must be lodged in the HELP IT System (HITS) by **1 February 2017**