

## HIGHER EDUCATION DATA COLLECTIONS - STUDENT DATA COLLECTION 2017 REPORTING SCHEDULE

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

Submission	Reporting Year	2016					2017												2018							
		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	2017		1																							
Campus	2017		1																							
Student (a)	2017											31			31		31						31			
SA-HELP (b)	2017														31								31			
OS-HELP (b)	2017														31								31			
Unit of Study Completions	2017																							30		
Past Course Completions	2017																							30		
Commonwealth Scholarships	2017 Offers (c)						22						15													
	Commencing & Continuing														31								31			
Revisions (d)	Prior to each Student data reporting period and as required by provider																									
Verification (e) of student data	2017 half year	Commences September 15 - Sign Off by October												15												
	2017 full year																								15	
Verification (e) of completions data	2017 full year																								15	

### Notes

#### (a)

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

Student data to be reported 31 August 2017 is for units of study with a census date between 1 April and 30 June 2017.

Student data to be reported 31 October 2017 is for units of study with a census date between 1 July and 31 August 2017.

Student data to be reported 31 March 2018 is for units of study with a census date between 1 September and 31 December 2017.

#### (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 2017 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 22 January 2017 made to students for the 2017 reporting year.

Commonwealth Scholarship (CS) Offers submission date 15 June 2017 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 15 June 2017 made to students for the 2017 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 Checking and verifying your Data toolkit on HEIMSHelp.