A Guide to Viewing Student Entitlement Information
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Introduction

Overview
HEIMS Administration provides a centralised access point for higher education and VET providers to directly:
• allocate CHESSNs to students
• notify the department of potential duplicate CHESSNs
• view student entitlement information
• access output alert notices; and
• report Commonwealth scholarship submissions to the Higher Education Information Management System (HEIMS)\(^1\).

Purpose
The purpose of this document is to outline the process for logging on to HEIMS Administration to view a student’s entitlement balance.

Access
HEIMS Administration is available at: https://admin.heimss.education.gov.au/Admin/Controller.aspx

To gain access to HEIMS Administration as an authorised user, please complete the Access to HEIMS applications form and send it to HEIMS.datacollections@education.gov.au.

Student Entitlement
Under the Higher Education Support Act 2003, the Australian Government provides assistance to higher education and VET students for their studies.

HEIMS monitors a student’s use of this assistance for the following programs, where there are limits to a student’s entitlement:

• FEE-HELP and VET FEE-HELP\(^2\);
• OS-HELP; and
• Commonwealth Scholarships.

Providers are able to access student entitlement information through HEIMS Administration.

Students have access to their entitlement use through myUniAssist on the Study Assist website.

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\(^1\) Table A and eligible Higher education providers are only required to report Commonwealth scholarships data.

\(^2\) The total FEE-HELP limit includes any entitlement used through FEE-HELP and VET FEE-HELP.
Detailed information on each of these programs, including entitlement limits, is available on the departments’ website in the relevant sections of the Higher Education Administrative Information for Providers (AIP): Student Support and the VET Administrative Information for Providers.

Logging in to HEIMS Administration

1. Open a web browser and enter the HEIMS Administration URL: https://admin.beits.education.gov.au/Admin/Controller.aspx

The HEIMS Administration system supports Microsoft Internet Explorer Version 6.0 or above for Windows. Problems may be encountered if a different browser or an older version of the specified browser is used.

2. Logon to HEIMS Administration by clicking “Logon” from the left hand navigation bar. Entering your logon and the password assigned to you.

After successfully logging in, the Home page of the HEIMS Administration system will be displayed, which allows you to navigate to the different functionalities of the System.

Tip: If you do not have a Logon ID or the system does not allow you to log on, contact the HEIMS Helpdesk on (02) 6240 7487 or email HEIMS.datacollections@education.gov.au
Viewing Student Entitlement

1. After successfully logging on to HEIMS Administration, click ‘Entitlement Info’ from the navigation menu displayed on the left side of the screen.

2. Enter the following mandatory fields for the student and click “Submit”.
   - CHESSN
   - Family Name
   - Date of birth for the student

Enter CHESSN, family name and date of birth. Click on ‘Submit’.
The Entitlement Information screen will be refreshed, and display FEE-HELP, OS-HELP and Commonwealth Scholarship information. This includes entitlements, balance remaining and usage for a student.

**Note:** This information on the student’s entitlement relates to the "As At" date of the last entitlement calculation\(^3\) processed through HEIMS.

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\(^3\) Entitlement calculations are undertaken after each of the quarterly reporting periods for the Higher Education and VET Student submissions. Further information on entitlement calculations is available in the Glossary of HEIMSHelp.
**Limit** – The maximum amount of entitlement available

**Usage** – The amount of entitlement consumed at the ‘As At’ date

**Balance** – The amount of entitlement remaining on the ‘As At’ date
3. You may choose to print the results of your enquiry by clicking ‘Print’ or request to start a New Enquiry clicking ‘New Query’.

After viewing the student’s Entitlement information, you may return to the Welcome to HEIMS Administration screen by clicking the ‘Home’ tab from the navigation menu displayed on the left side of the screen.

To print the results displayed on screen, click on the Print Button

To request a new enquiry click on the New Enquiry button