



HIGHER EDUCATION DATA COLLECTIONS - STUDENT DATA COLLECTION 2014 REPORTING SCHEDULE

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

Submission	Reporting Year	2013					2014												2015														
		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	2014	1																															
Campus	2014	1																															
Student (a)	2014										31			31		31							31										
SA-HELP (b)	2014													31									31										
OS-HELP (b)	2014													31									31										
Unit of Study Completions	2014																							30									
Past Course Completions	2014																							30									
Commonwealth Scholarships	2014 Offers (c)						22						15																				
	2014 Continuing													31									31										
	2014 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	2014 half year	Commences September 15 - Sign Off by October																			15												
	2014 full year																								15								
Verification (e) of completions data	2014 full year																								15								

Notes

- (a) Student data to be reported 31 May 2014 is for units of study with a census date between 1 January and 31 March 2014.
Student data to be reported 31 August 2014 is for units of study with a census date between 1 April and 30 June 2014.
Student data to be reported 31 October 2014 is for units of study with a census date between 1 July and 31 August 2014.
Student data to be reported 31 March 2015 is for units of study with a census date between 1 September and 31 December 2014.

(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 2014 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 22 January 2014 made to students for the 2014 reporting year.
Commonwealth Scholarship (CS) Offers submission date 15 June 2014 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 15 June 2014 made to students for the 2014 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.