

## HIGHER EDUCATION DATA COLLECTIONS - STUDENT DATA COLLECTION 2019 REPORTING SCHEDULE

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

Submission	Reporting Year	2018					2019												2020											
		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	2019	1																												
Campus	2019	1																												
Student (a)	2019										31			31		31							31							
SA-HELP (b)	2019													31									31							
OS-HELP (b)	2019													31									31							
Unit of Study Completions	2019																						30							
Past Course Completions	2019																						30							
Commonwealth Scholarships	2019 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	2019 half year													Commences September 15 - Sign Off by October												15				
	2019 full year																											Commences April 15 - Sign Off by May		15
Verification (e) of completions data	2019 full year																											Commences April 15 - Sign Off by May		15

**Notes:**

(a) For those providers notified by the department your student data must be reported within four weeks of any census date.

For all other higher education providers:

Student data to be reported 31 May 2019 is for units of study with a census date between 1 January and 31 March 2019.

Student data to be reported 31 August 2019 is for units of study with a census date between 1 April and 30 June 2019.

Student data to be reported 31 October 2019 is for units of study with a census date between 1 July and 31 August 2019.

Student data to be reported 31 March 2020 is for units of study with a census date between 1 September and 31 December 2019.

(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 2019 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 22 January 2019 made to students for the 2019 reporting year.

Commonwealth Scholarship (CS) Offers submission date 15 June 2019 to be reported through the HEIMS Administration Application or via HEIMS Web Services for offers up to 15 June 2019 made to students for the 2019 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.