# (AUS) Managing CHESSN Data Storage

## Understanding CHESSN Data

CHESSN is a number assigned by HEIMS that uniquely identifies each student who receives Commonwealth assistance. All Commonwealth supported students or students who receive any Higher Education Loan Programme (HELP) assistance (HECS-HELP, FEE-HELP, OS-HELP) *must* have a CHESSN. The government uses the unique identifier to manage and monitor the Commonwealth assistance entitlements of students as defined by Higher Education Support Act 2003. The CHESSN allocated to a student is a life long identifier, therefore, except for exceptional circumstances, once a student is allocated a CHESSN, it will remain with them for life. Equally, an individual (student) must have only one active CHESSN.

Higher Education Providers (HEPs) can provide to HEIMS the data required for CHESSN allocation in one of the following ways:

- In XML format sent to HEIMS through a web service channel (for allocation of one or many students).
- Typed directly into a HEIMS web browser screen available to HEPs.

  This method is typically reserved for the request for allocation of a small number of CHESSNs.

The data sent through either of the above two methods provides information about students, such that HEIMS can provide a *provisional* CHESSN. The information provided by the HEP to HEIMS will also be used to identify, with high probability, a unique individual so as to prevent and minimize the probability of allocating multiple CHESSNs per student.

A CHESSN becomes *active* within HEIMS only when a record for the student is received in the Load-Liability file (LL file). The HEP informs students of their CHESSN through the Commonwealth Assistance Notice (CAN) service. The CAN service is a part of the HELP loans processing feature and is documented in the PeopleSoft Campus Solutions Student Financials documentation.

See "Creating Commonwealth Assistance Notices" (PeopleSoft Campus Solutions 9.2: Student Financials).

## Storing CHESSN Data

PeopleSoft provides the CHESSN Data component (SCC_CHESSN_AUS) through which you can record and store important CHESSN information for individual students. The component can be used preliminarily to store data for each student that you send to HEIMS for the CHESSN allocation process. Once HEIMS allocates provisional CHESSNs, you can record each student's CHESSN number with a *Provisional* status. Later, when students enroll, you send HEIMS the student's records in a Load-Liability (LL) file. Upon receiving the LL file, HEIMS updates the CHESSN status to *Active* for all reported students. You can then update the status in your system.

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This section discusses how to:

- Enter CHESSN data.
- Enter CHESSN Year 12 data.
- Enter CHESSN previous HEP data.

**Note:** In addition to manually entering CHESSN data in the CHESSN Data component for students with newly assigned provisional or active CHESSNs, you can receive previously assigned CHESSN numbers for students by way of TAC (Tertiary Admissions Centre) loads. CHESSN values appear on the Personal Data page in the TAC suspense and TAC posting components.

See "Understanding TAC Data Load Processing" (PeopleSoft Campus Solutions 9.2: Recruiting and Admissions).

## Pages Used to Store CHESSN Data

| *Page Name* | *Definition Name* | *Navigation* | *Usage* |
|---|---|---|---|
| CHESSN | SCC_CHESSN_AUS | Campus Community, Personal Information ( Student), Biographical ( Student), Personal Attributes, CHESSN Data, CHESSN | Record CHESSNs, SLE usage, and remaining FEE-HELP balance for a student. |
| CHESSN Year 12 | SCC_YR12_AUS | Campus Community, Personal Information ( Student), Biographical ( Student), Personal Attributes, CHESSN Data, CHESSN Year 12 | Record Year 12 information for a student. |
| CHESSN Previous HEP | SCC_HEP_AUS | Campus Community, Personal Information ( Student), Biographical ( Student), Personal Attributes, CHESSN Data, CHESSN Previous HEP | Record previous HEP attendance information for a student. |
| CLS and OS-HELP | SCC_CLS_AUS | Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, CHESSN Data, CLS and OS-HELP | Record entitlement information for CLS and OS_ HELP. |
| Population Update Process | Bundle 44. New application record<br>SCC_POP_UPD | Set Up SACR, System Administration, Utilities, Population Update, Population Update Process | Update the CHESSN Data - Student Consent value. |

## Entering CHESSN Data

Access the CHESSN page (Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, CHESSN Data, CHESSN).

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## CHESSN Data

**Student Consent**

Enter a value regarding the student's consent for releasing his or her information to HEIMS for CHESSN allocation. Choices are: *Consent Denied, Consent Received,* and *Consent not yet sought.*

## HEIMS Entitlement Data

**Entitlement Request**

Select this check box if the data is the result of an HEIMS entitlement request.

**CHESSN**

Enter the student's assigned CHESSN. The system verifies the CHESSN number that you enter against the ISO 7064 Algorithm specified by the Department of Industry, Innovation, Science, Research and Tertiary Education (DIISRTE).

**CHESSN Status**

HEIMS assigns a status of *Active, Provisional,* or *Suspended* to each CHESSN.

The CHESSN status is *Provisional* until a student is reported through the LL file as enrolled with their account settled, at which time HEIMS updates the status to *Active.*

Enter the appropriate value in this field.

**Comments**

Enter any comments regarding this record.

## Ordinary Student Learning Entitlement, Fee-HELP Entitlement, Commonwealth Scholarships, and OS-HELP Entitlement

For each of the applicable entitlement types, enter the following information:

**Usage**

Enter the amount of this entitlement used by the student.

For example, for SLE, enter the of EFTSL (equivalent full time student load) units used by the student. For Fee-HELP, enter the monetary amount of FEE-HELP used by the student. Express the amount in AUS currency or the default currency set for your institution.

**Balance**

Enter the amount of this entitlement unused by the student.

**Limit**

Enter the maximum amount of this entitlement allowed for the student.

**As At Date**

Enter the date when this entitlement data was received from HEIMS.

Data is considered confirmed by HEIMS as accurate on the date when your institution receives it.

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## Entering CHESSN Year 12 Data

Access the CHESSN Year 12 page (Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, CHESSN Data, CHESSN Year 12).

**Attended Year 12** Enter a value regarding the student's year 12. Choices are: *Attended Year 12, Did Not Attend Year 12,* and *Unknown.* If you select *Attended Year 12,* additional fields appear on the page.

**Year 12 Year** Enter the academic year in which the student was enrolled as year 12.

**Effective Sequence** If the student attended more than one year 12 organization in the same year, use a unique effective sequence to identify each instance. The system populates this field to 1 by default, and then increments the value each time a new row is added with the same year as an existing row.

**Year 12 Student Number** Enter the student's identification number from their year 12 organization.

**State** Enter the state in which the student attended year 12.

### Use Ext Org ID or School Name

**External Org ID** If you have defined schools as organizations, you can select the school using the prompt in this field.

**School Name** If you have not defined the school as an organization in your system, enter the school name.

## Entering CHESSN Previous HEP Data

Access the CHESSN Previous HEP page (Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, CHESSN Data, CHESSN Previous HEP).

**Attended Previous HEP** Enter a value regarding the student's previous HEP attendance. Choices are: *Attended Previous HEP, Did Not Attend Previous HEP,* and *Unknown.* If you select *Attended Previous HEP,* additional fields appear on the page.

**HEP Year** Enter the most recent academic year in which the student was enrolled at the HEP.

**Effective Sequence** If the student attended more than one HEP in the same year, use a unique effective sequence to identify each instance. The system populates this field to 1 by default, and then increments the value each time a new row is added with the same year as an existing row.

**HEP Student Number** Enter the student's identification number from their HEP.


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| | |
|---|---|
| **HEP Code** | Enter the HEP code for the organization. The HEP Code value is the DIISRTE institution code used for Element 306. |

## Entering Commonwealth Scholarships and OS-HELP Entitlement Data

Access the CLS and OS-HELP page (Campus Community, Personal Information (Student), Biographical (Student), Personal Attributes, CHESSN Data, CLS and OS-HELP).

### Commonwealth Scholarships

Enter the usage, balance, and limit amounts for the each of the applicable scholarship categories.

| | |
|---|---|
| **As At Data** | Enter the date when the scholarship data was received from HEIMS.<br><br>Data is considered confirmed by HEIMS as accurate on the date when your institution receives it. |
| **Usage** | Enter the number of payments that have been issued to the student. |
| **Balance** | Enter the number of payments remaining for the student. |
| **Limit** | Enter the maximum number of payments to which the student is entitled. |

### OS-HELP Entitlement

Enter the student's OS-HELP entitlement usage, balance, limit, and as at date.

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