

## ***What is the census date?***

Units of study offered in each of the semesters of the CHC academic year have a **census date**. The census date is the date on which a student's enrolment in the units offered in that semester must be finalised. At CHC, all units of study that are offered in the same semester have the same census date.

CHC will set the census dates for the units of study that are offered in each semester of the CHC academic year and publish this information prior to the release of *Unit Selection* forms for Semester 1 of that academic year.

## ***Importance of the census date***

The census date is important as it is the deadline for *all* of the following:

- finalising your enrolment with Christian Heritage College for a particular semester;
- submitting a completed *Request for FEE-HELP* form (eligible fee-paying students)<sup>1</sup>;
- submitting a completed *Request for Commonwealth support and HECS-HELP* form (eligible Commonwealth supported students)<sup>2</sup>;
- submitting a completed *Request for OS-HELP* form (eligible Commonwealth supported students);
- paying all or part of your tuition fees up-front<sup>3</sup>;
- paying all or part of your student contribution amount upfront;
- providing your Tax File Number, if you have requested a FEE-HELP, HECS-HELP or OS-HELP loan.

A student who is in a full fee place and who is enrolled in any units after the census date of a particular semester remains liable for the tuition fees for those units. The student will incur a HELP debt for any unpaid tuition fees for any units in which he/she is enrolled and for which he/she has requested a FEE-HELP loan.

A student who is in a Commonwealth supported place and who is enrolled in any units after the census date of a particular semester remains liable for the student contribution amount for those units. The student will incur a HELP debt for any unpaid student contribution amounts for any units in which he/she is enrolled.

To avoid incurring a HELP debt in a particular semester, you must pay all of your tuition fees or student contribution amount (as applicable), or withdraw from any units in which you do not wish to be enrolled, on or before the census date of that semester.

Please refer to the *CHC Student Handbook* and the *Fees and Charges, EFTSL Values Units of Study* and *Units on Offer* documents on the CHC website for further details.

### **Census dates 2018**

Semester 1, 2018	-	Thursday, 15 March 2018
Winter Semester, 2018	-	Monday, 11 June 2018
Semester 2, 2018	-	Thursday, 16 August 2018
Semester 3, 2018	-	Monday, 10 December 2018

<sup>1</sup> Students who submit a *Request for FEE-HELP* form may do so only once for their enrolment in a course (ie a new form is not required for each semester in which assistance is requested). Forms take effect from the semesters in which they are submitted and are not able to be applied retrospectively.

<sup>2</sup> Students are required to submit a *Request for Commonwealth support and HECS-HELP* form on or before the census date of the first semester of their enrolment in a course. CHC must cancel the enrolment of any Commonwealth supported student who does not submit a form by the census date.

<sup>3</sup> See the [Study Assist](#) website for information about the loan fee that is levied by the Australian government on FEE-HELP loans for undergraduate courses.