



# VSL Data Provision Fact Sheet 2022

This information will assist you to submit complete and accurate monthly data as required by the VET Student Loans (VSL) program. This fact sheet should be read in conjunction with the notice issued on 1 April 2022 by the delegate of the Secretary of the Department of Education, Skills and Employment under subsection 53(1) of the *VET Student Loans Act 2016* (the Act). This notice sets out the form and other requirements of information or documentation that you must submit.

To minimise the need for corrective action, you should undertake a thorough quality assurance process before submitting your data. Inaccurate student enrolment information, or information about students that are not genuine, may invalidate payment and may give rise to a civil penalty provision and strict liability offence.

If you do submit invalid student enrolment data, we will provide you with a report, detailing all unit of study records which have been deemed in error, including providing an error code. A table of error codes is at [Attachment A](#) to this fact sheet.

Please note the following common issues with data provision:

- Course codes in eCAFs and Tertiary Collection of Student Information (TCSI) must match the course codes as recorded on [training.gov.au](http://training.gov.au) and as reflected in the [VET Student Loans \(Courses and Loan Caps\) Determination 2016](#)
- Course codes in TCSI must match the student's VET Student Loan eCAF
- Course codes must match those listed in your Conditions of Approval
- Loan amounts (and gap fees) must be spread across the course – payment will be rejected if the debt amount reported in a month does not reflect a reasonably even spread of fees across the course
- eCAF entries must match TCSI entries – for example, the student ID and course codes entered must match in both the eCAF entry and the TCSI data submissions.

## Reporting for students without a Tax File Number

Students may be enrolled in a course of study pending the receipt of a Tax File Number (TFN). However, payments under VSL cannot be made until we have been notified of a valid TFN. You cannot report students without a TFN in enrolment data where a VSL loan has been accessed.

In the case of full-fee paying students without a VSL debt, student information should be reported even where a TFN has not been notified by a student. This is part of broader departmental information requirements for reporting of students in VET and higher education.

## Contact officer information in HITS for CEO/CFO

You are required to keep CEO/CFO contact officer information in HITS up to date and amended, as required.

## Civil penalties and regulatory matters

You are required to provide accurate monthly data because a delegate of the Secretary of the department has requested this information under subsection 53(1) of the Act. You should undertake a thorough quality assurance process before submitting data.

A civil penalty of 60 penalty units and a strict liability offence of 60 penalty units may apply to a provider where the provider fails to comply with a request for information under subsection 53(1) (subsections 53(4) and (5)). Senior executives of providers may also be found personally liable where a provider contravenes, or commits an offence under, the Act (section 65).

A person is liable to a civil penalty of 240 penalty units if the person provides information or a document that is false or misleading or omits any matter or thing without which the information or document is misleading (section 106 of the Act).

**You are also reminded that giving false or misleading information is a serious offence: see section 137.1 Criminal Code Act 1995.**

## Enquiries

For more information, visit [VET Student Loans](#).

Questions should be submitted using the online enquiry form at [Information for VET Student Loans Approved Providers](#).

**Please note:** The purpose of this information fact sheet is to provide an overview of some known data collection issues. It is not an exhaustive summary of all data submissions requirements. You should also access [TCSI Support](#).

## Attachment A

Error Codes applying with respect to the *VET Student Loans Act 2016* (the Act) and the *VET Student Loans Rules 2017* (the Rules)

Error Code	Explanation	Provider Remediation
Census Date after VSL Provider Approval expired	The provider has been approved for VSL, but the approval expired before the census date for this unit of study.	This unit of study may not be paid <a href="#">[Act s 20(g)]</a> .
Census Date after VSL Provider Teach Out expired	The provider has been approved for VSL, but the approval expired before the census date.	This unit of study may not be paid <a href="#">[Act s 20(g)]</a> .
eCAF submitted after Census Date	The student did not submit their VSL application until after the census date for the unit for which the provider is requesting payment.	VSL eCAFs must be submitted on or before the census date for a unit of study <a href="#">[Rules paragraph 10(2)]</a> . Data for subsequent census days may be paid, but not census days prior to submission. In certain circumstances, the published census day may be varied. Refer to Chapter 4.9 of the <a href="#">VET Student Loans Manual for Providers</a> .
eCAF submitted after VSL Provider Approval expired	The provider has been approved for VSL, but the approval expired before the eCAF was submitted.	This unit of study may not be paid <a href="#">[Act s 20(g)]</a> .
eCAF submitted before Enrolment Date + 2 days	The student submitted their VSL application within 2 business days of the enrolment date indicated on the eCAF.	A loan application must be submitted at least 2 business days after enrolment <a href="#">[Rules paragraph 10(1)]</a> . Ensure student submits eCAF at least 2 business days after enrolment and before the first census day for which they wish to access the loan.
eCAF submitted before VSL Provider Approval Date	The provider has been approved for VSL, but only from a date after the eCAF was submitted.	This unit of study can never be paid <a href="#">[Act s 7(1)(b) and s 15(1)]</a> .
Exceeded Provider Cap	The provider has exceeded its overall provider fee limit in the current approval period as defined in the conditions of its approval.	The provider may be in breach of its approval conditions and this unit of study may not be paid <a href="#">[Act s 20(d)]</a> . Contact the Department.

Error Code	Explanation	Provider Remediation
Exceeded Provider Course Cap for this Course	The provider has exceeded the provider fee limit for this course in the current approval period as defined in the conditions of its approval.	The provider may be in breach of its approval conditions and this unit of study may not be paid [Act s 20(d)]. Contact the Department.
Exceeded Student Loan Cap for this Course	The student has already used their entire course cap for their course.	This unit of study can never be paid as it exceeds the loan amount approved/loan caps determination [Act s 8(a)]. Resubmit the unit of study record through HEPCAT to change loan amount to zero. In certain circumstances, tuition fee may be varied. Refer to Chapter 4.8.13 of the <a href="#">VET Student Loans Manual for Providers</a> .
Excessive Proportion of Course Fee in Current Period	The provider has charged more than a reasonably proportionate (even) amount of the student course cap for the VSL course in the current payment period (this may include multiple units of study summed together).	Fees must be distributed reasonably equally across the duration of the course [Rules s 122]. The provider can vary the census day/tuition fee if it occurs <b>before</b> the published census day, does not disadvantage the student, and is necessary to correct an administrative error or to deal with a change in circumstances. [Rules s 126(1)(b) and s 133(1)(b)] The provider may be able to vary the census day/tuition fee after the published census day for the course with the Secretary's approval [Rules s 126(1)(a), and s 133(1)(a)] Following approval, the provider will then be able to edit the relevant loan amount and loan fee fields in TCSI. Where there are errors in students' personal details or census days, providers will need to revise those records and resubmit the correct data in TCSI according to TCSI revisions.

Error Code	Explanation	Provider Remediation
No Matching eCAF/ Opt In	The Department has not been able to find a VSL eCAF in any status that matches the Provider, Course and Student ID or CHESSN on the unit of study record. The loan program cannot be determined.	If the unit of study record is in error, then it should be deleted and resubmitted with the corrections. If the Student ID on the eCAF is incorrect, the provider can revise the eCAF and <b>edit</b> this field. Once the revised eCAF with the edited field is submitted by the student, the claim for payment will be reassessed in the next payment period against the eCAF with accurate data.
Not an Approved VSL Course	The course listed on the unit of study record does not appear in the <i>VET Student Loans (Courses and Loan Caps) Determination 2016</i> .	This unit of study can never be paid [Act s 7(1)(a) and s 14(2)(a)].
Not an Approved VSL Provider	The provider has not been approved for VSL.	This unit of study can never be paid [Act s 7(1)(b) and s 15(1)].
Not a specified Approved Course for this Provider	The course listed on the unit of study record is not included in the provider's VSL conditions as an approved course for which loan amounts may be paid.	This unit of study can never be paid [Act s 34(2)(b)]. If the provider wishes to offer loans in this course in the future, it will need to apply to add the course to its VSL offerings. Refer process for applying for additional courses at Chapter 4.5 of the <a href="#">VET Student Loans Manual for Providers</a> .
Progression status indicates student is not currently studying	The student has indicated on their progression form that they have not commenced study or have completed, deferred or withdrawn from study prior to the claimed census date.	The provider needs to confirm study status with the student. If the study status is incorrect, the student should complete a progression form. [Rules 5(2), 34(1), Act s 20(c)(ii)].
Revoked VSL Provider	The provider has been revoked and therefore the debt may not be paid.	This unit of study may not be paid [Act s 20(g)].

Error Code	Explanation	Provider Remediation
Student TFN marked as invalid	Student Tax File Number (TFN) details could not be verified.	Providers should regularly check their TCSI TFN notifications and TFN Verification Report. Providers should ask students to check their personal details (names, address, date of birth, etc) and TFN held at the Australian Taxation Office (ATO) match their personal details provided to the provider. As needed, request students update their personal details with the ATO or providers should update student details in provider records to ensure accurate matching information. Refer to TCSI Support for further TFN verification FAQs.
VSL eCAF exempt provider with no CAF yet submitted	The provider is marked as being eCAF exempt for a particular student, and no matching record (VSL) has been found in the eCAF system. Nor has the provider provided to the Department a spreadsheet with a manual CAF that matches this unit of study.	Provider should upload manual CAF details into HITS in accordance with the process advised by the department to the provider when the exemption was approved.
VSL eCAF not yet submitted	The department has successfully matched this unit of study to a VSL Application, but the student has yet to submit that application.	A VSL eCAF must be submitted in accordance with the requirements of the Act, including that it must be submitted on or before the census date for a unit of study <a href="#">[Act s17(1) and Rules paragraph 10(2)]</a> . Student will need to successfully submit an eCAF to access a loan for subsequent census days. In certain circumstances, the published census day may be varied. Refer Chapter 4.9 of the <a href="#">VET Student Loans Manual for Providers</a> .

**Please note:** VSL and VFH unit of study records reported by you that have failed payment validation 3 or more months in a row will be invalidated in TCSI. It is recommended that you correct the invalidated records as soon you receive notification of an error in the Payment Report in HITS.