



Australian Government
Department of Education

UniPay, HEIMS and Institution Payment Information User Manual

Providers' Guide



ISBN

XXX-X-XXX-XXXXX-X [PRINT]

XXX-X-XXX-XXXXX-X [PDF]

XXX-X-XXX-XXXXX-X [DOCX]



With the exception of the Commonwealth Coat of Arms, the Department's logo, any material protected by a trade mark and where otherwise noted all material presented in this document is provided under a [Creative Commons Attribution 4.0 International](https://creativecommons.org/licenses/by/4.0/) (<https://creativecommons.org/licenses/by/4.0/>) licence.

The details of the relevant licence conditions are available on the Creative Commons website (accessible using the links provided) as is the full legal code for the [CC BY 4.0 International](https://creativecommons.org/licenses/by/4.0/legalcode) (<https://creativecommons.org/licenses/by/4.0/legalcode>)

The document must be attributed as the UniPay, HEIMS and HEPPay User Manual.

Contents

UniPay, HEIMS and Institution Payment Information	4
What is UniPay?	4
What are HEIMS and Institution Payment Information?	4
How do I get access?	4
Logging in	4
How often are payments made?	5
In-year adjustments to periodic payments	5
Prior year adjustments	6
Process	6
Useful Contacts	6
Useful websites	6
Appendix 1	7
Payment arrangements for 2024 periodic payments	7
Manner of Payments for 2024	7
Appendix 2	10
Departmental Contacts	10



UniPay, HEIMS and Institution Payment Information

What is UniPay?

UniPay is the Universities Payment System. It is an IT system that makes *Higher Education Support Act 2003* (HESA) payments to higher education providers.

The UniPay team, in the Governance and Funding Branch of Higher Education Division, looks after UniPay.

In UniPay we process payments and coordinate financial reporting requests.

What are HEIMS and Institution Payment Information?

[HEIMS Online](#) is a platform which hosts several applications that providers can request access to, including Institution Payment Information (IPI) where payrun reports, departmental contact information, and the payment schedule are kept.

How do I get access?

The attributes to access HEIMS Online are available in PRODA and your organisation's PRODA Manager is responsible for adding roles to staff members who access HEIMS applications. The [PRODA webpage on TCSI Support](#) provides the details of the attributes. This new method for accessing HEIMS Online applies to a range of applications including:

Applications	Description
Institution Payment Information (IPI)	Enables you to view and download your institution's payment information.
HEIMS Data View Reports	To view reports on legacy data submitted to HEIMS prior to 2021.

Below are the steps required to create a PRODA account and request attributes click on the links):
[Step 1: Create a PRODA account](#) – This step is for staff who are using PRODA for the first time, not required for staff with an existing PRODA account.

[Step 2: Request to be added to your organisation in PRODA](#) - Contact your PRODA access manager asking to be added to your organisation in PRODA.

[Step 3: Request applicable attributes/roles](#)– Request your PRODA Manager to assign the applicable attributes that relate to your work function.

Attributes to access funding program applications in HEIMS Online:

[Step 4: Troubleshooting access](#) – If you continue to have problems you can email:

TCSIsupport@education.gov.au

Logging in

Go to:

[HEIMS Online: Login to HEIMS Online \(education.gov.au\)](#)

Click on Signin, select Provider, and follow the prompts

How often are payments made?

Under section 164-5 of HESA, the Minister and Secretary, or their delegate (currently First Assistant Secretary of Higher Education Division), must make a determination on the manner and timing of payments respectively.

Within this determination, payment dates are updated each year to stay on the relevant Thursdays of each month (and avoid public holidays, particularly Easter; see [Appendix 1](#) for an example). They are designed to provide reliable cash flow to higher education providers.

This determination also sets out the manner of payment for each program. The manner can either be periodic, payment in full, project based, or biannual payments (see [Appendix 1](#)).

- Periodic payments are made monthly. The payment percentages for periodic payments allow for an even distribution of payments across the year, with an upfront loading in January and July, balancing out to 50 percent in the first half and 50 per cent in the second half of the year¹. HELP and Commonwealth Grant Scheme payments are paid in advance, based on estimates, and later reconciled using verified enrolment data.
- Payment in full payments are 100 percent payments usually used for discretionary grant type programs. As the name implies, the full amount of the determination is paid.
- Project-based payments are for programs where payments are to be made for milestones achieved.
- Biannual (50/50 payments) split out a determination into two payments, usually in the first and seventh payruns paid in January and July (currently only OS-HELP is paid this way).

The payment dates and manner of payments are published on [HEIMS Online > Institution Payment Information](#) and provides access for providers to retrieve payment summaries and other related information.

In-year adjustments to periodic payments

Cumulative totals for each pay (i.e., 12%, 20%, 28% etc) are used as the basis for calculating periodic payments, rather than a per payment percentage like 8% (see [Payment Arrangements](#))². This ensures that the total amount payable at any given pay is correct, based on the determined amount at that point in time, and as such, adjusts payments for any changes in determinations between pay runs.

- For example, for CGS in pay 1, 12% (the January payment) of the annual amount determined is to be paid. UniPay calculates this based on what is determined in the system.

Adjustments can be made throughout the year. If the amount to a provider is for a periodic payment and is positive, UniPay backpays the new amount so that it equals the cumulative total for that payrun. For example:

- In March an extra \$10m is to be paid to a provider.
- The March periodic payment is 8% of the annual total and the cumulative total would be 28%.
- UniPay will pay the \$800,000 due in that payrun plus the \$2m due for the January and February payruns.

¹ 12 percent is paid in the first payrun of the calendar year, 6 percent in the 6th pay run (the last of the financial year), 10 percent for the 7th pay run (the first of the financial year), all other pay runs pay 8 percent.

² Timing of payments is uploaded into HEIMS at the beginning of each year.



This process happens at each pay run and is applied whether the adjustment is negative or positive. By the final pay run in December, 100% of all periodic paid programs will have been paid.

Prior year adjustments

The only difference to the rules above is when adjustments are made to prior years funding. In this case the full amount is paid or recovered in the one payrun as the time and manner determination will state that 100% is to be paid by the end of the year in question, so adjustments made after this time are at 100%.

- This mostly applies to CGS and HELP where the reconciliations occur in the following year, however it can apply to any program.

If the payment is a negative amount, following prior year reconciliation, UniPay will offset it against the bottom line, not against any particular program. If the total net amount to be paid in that payrun is negative, then the balance is either deferred against future payments until the debt is recovered, or an invoice is raised. If a debt remains in the December payrun, then an invoice will be raised as the system will not allow for debts to be carried over to the next calendar year.

Process

UniPay usually generates an email between the Friday and Tuesday before payment which is sent to appropriate users of HEIMS (higher education providers) to advise them that the payment documentation is available for viewing. Payment is made by the Reserve Bank of Australia on a Thursday, depending on the type of bank account the provider has, payment will be received either that day or on the Friday.

Useful Contacts

A number of useful contacts are at [Appendix 2](#). It includes email addresses for all HESA programs. These contacts are uploaded into HEIMS during each payrun and will therefore include new programs not included here.

Useful websites

The following are updated regularly so do make sure that you are looking at the latest (when you access these links you may see that it states that it is a superseded version and gives you the option to click into the current version).

[Higher Education Support Act 2003](#)

[Commonwealth Grant Scheme Guidelines](#)

[Higher Education Support \(Other Grants\) Guidelines 2022](#)

[Federal Register of Legislation - FEE-HELP Guidelines 2017](#)

[Commonwealth Scholarships Guidelines \(Research\) 2017](#)

[Higher Education Administrative Information for Providers](#)

[Education Portfolio Budget Statements](#)

Appendix 1

Payment arrangements for 2025 periodic payments

Payment Number	Reference Month	Payment Date	Cumulative payment Proportion of grant YTD	Periodic payment Percentage of grant paid each month
1	January	9-Jan-25	12%	12%
2	February	13-Feb-25	20%	8%
3	March	20-Mar-25	28%	8%
4	April	17-Apr-25	36%	8%
5	May	15-May-25	44%	8%
6	June	19-Jun-25	50%	6%
7	July	17-Jul-25	60%	10%
8	August	14-Aug-25	68%	8%
9	September	18-Sep-25	76%	8%
10	October	16-Oct-25	84%	8%
11	November	13-Nov-25	92%	8%
12	December	4-Dec-25	100%	8%

Manner of Payments for 2025

Legislative Group	Legislative Sub-Group	Program Name	Payment Method
Higher Education Support Act 2003 Chapter 2 Grants for Higher Education Assistance	Part 2-2 Commonwealth Grant Scheme		
	Section D 30	Basic Grant Amount	
		- Higher Education Courses Advance ¹	Standard Periodic Payment
		- Designated Higher Education Courses Advance ¹	Standard Periodic Payment
		- Demand Driven Higher Education Courses Advance ¹	Standard Periodic Payment
		- Higher Education Courses Final	Payment in Full
		- Designated Higher Education Courses Final	Payment in Full
		- Demand Driven Higher Education Courses Final	Payment in Full
		Allocated Places Final	Payment in Full
		Non Designated Courses Final	Payment in Full
		CGS - Special Advances for Future Years	Payment in Full

		Commonwealth Grants Scheme S164-10 Advance ¹	Standard Periodic Payment
		Medical Student Loading	Standard Periodic Payment
Part 2-3 Other Grants			
	Section 41-10(1) – Item 1	Higher Education Disability Support Program	
		- Disability Support Fund	Payment in Full
		- Australian Disability Clearinghouse on Education and Training (ADCET)	Payment in Full
		The Indigenous, Regional and Low Socio-Economic Status Attainment Fund	
		- Higher Education Participation and Partnerships Program	Standard Periodic Payment
		- National Priorities Pool Program	Payment in Full
		- Regional Partnerships Project Pool Program	Payment in Full
		- Regional Loading Program	Standard Periodic Payment
		- Enabling Loading Program	Standard Periodic Payment
		Women in STEM Cadetship and Advanced Apprenticeship Program	Payment in Full
	Section 41-10(1) – Item 4	National Institutes	Standard Periodic Payment
	Section 41-10(1) – Item 6	Superannuation Programme	
		- Superannuation Programme – Scheduled Payments	Standard Periodic Payment
		- Superannuation Programme – Block Payments	Payment in Full
	Section 41-10(1) – Item 7	Research Support Program	Standard Periodic Payment
		Enhance Research Capacity of Regional Universities (Regional Research Collaboration) Program	Payment in Full
		Higher Education Continuity Guarantee	Payment in Full
	Section 41-10(1) – Item 11(b)	Grants in Aid (ANZAAS)	Payment in Full
		Learned Academies	Payment in Full
		Medical Academy	Payment in Full
	Section 41-10(1) – Item 11(c)	Regional University Study Hubs (incorporates Improved Support for Regional Universities)	Payment in Full
		Suburban University Study Hubs	Payment in Full



	Section 41-10(1) – Item 7, 13 and 14	Australia's Economic Accelerator	Payment in Full
	Section 41-10(1) – Item 11A	Higher Education and Domestic Micro-credentials	Standard Periodic Payment
	Section 41-10(1) – Item 13	National Priority and Industry Linkage Fund	Standard Periodic Payment
	Section 41-10(1) – Item 13	Trailblazer Universities Program	Payment in Full
	Section 41-10(1) – Item 1	Increase Workforce Mobility	Payment in Full
	Part 2-4 Commonwealth Scholarships		
	Postgraduate Research Scholarships Section 46-10(b)	Research Training Program	Standard Periodic Payment
<i>Higher Education Support Act 2003</i> Chapter 3 Assistance to Students	Part 3-2 HECS-HELP	HECS-HELP Advances	Standard Periodic Payment
	Part 3-3 FEE-HELP	FEE-HELP Advances	Standard Periodic Payment
	Part 3-4 OS-HELP	OS-HELP Advances ¹	Biannual Payments
	Part 3-4 SA-HELP	SA-HELP Advances	Standard Periodic Payment
	Part 3-7 STARTUP-HELP assistance	STARTUP-HELP Advances	Standard Periodic Payment

Note 1: Advances as separately determined by the Secretary (or the Secretary's delegate) under subsection 164-10(1) of the Act.



Appendix 2

Departmental Contacts

General Information

UniPay@education.gov.au

HEIMS/IPI Access

TCSISupport@education.gov.au

Program	Contact
CGS Higher Education Courses, CGS Demand Driven Higher Education Courses CGS Medical Student Loading, 20,000 Equity places Regional Loading Program, Enabling Loading program Higher Education Continuity Guarantee Innovative Places AUKUS Places Designated Higher Education Courses (medical) National Institutes Funding	Funding queries: FEP@education.gov.au Other queries: CGS@education.gov.au
Stronger Beginnings	TeacherEducation@education.gov.au
HECS-HELP, OS-HELP & FEE-HELP (the latter for Universities only)	HELP.Policy@education.gov.au
FEE-HELP (non-university HEPs) Superannuation Grants & SA-HELP	FEE-HELP@education.gov.au
STARTUP-HELP Advances	Startup.year@education.gov.au
Regional University Study Hubs (incorporates Improved Support for Regional Universities)	regional@education.gov.au



Grants in Aid (ANZAAS)	Education-HERP@education.gov.au
Learned and Medical Academies	
National Priority and Industry Linkage Fund	npilf@education.gov.au
Higher Education and Domestic Micro-credentials	HEMicrocredentials@education.gov.au
HE Participation Programme	equity@education.gov.au
National Priorities Pool Program	
Regional Partnerships Project Pool Program	
Disability Support Program &	disability@education.gov.au
National Co-ordination Disability Officer	disability@education.gov.au
Women in STEM	tertiaryprojects@education.gov.au
Research Programs	RBGrants@education.gov.au
Research Support Program	
Research Training Program	
Enhance Research Capacity of Regional Universities (Regional Research Collaboration) Program	RRC@education.gov.au
Australia's Economic Accelerator	accelerator@education.gov.au
Trailblazer Universities Program	urcs@education.gov.au

