****

# 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](#_Toc171519529)

[What is UniPay? 4](#_Toc171519530)

[What are HEIMS and Institution Payment Information? 4](#_Toc171519531)

[How do I get access? 4](#_Toc171519532)

[Logging in 4](#_Toc171519533)

[How often are payments made? 5](#_Toc171519534)

[In-year adjustments to periodic payments 5](#_Toc171519535)

[Prior year adjustments 6](#_Toc171519536)

[Process 6](#_Toc171519537)

[Useful Contacts 6](#_Toc171519538)

[Useful websites 6](#_Toc171519539)

[Appendix 1 7](#_Toc171519540)

[Payment arrangements for 2024 periodic payments 7](#_Toc171519541)

[Manner of Payments for 2024 7](#_Toc171519542)

[Appendix 2 10](#_Toc171519543)

[Departmental Contacts 10](#_Toc171519544)

## 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](https://app.heims.education.gov.au/HeimsOnline/Login.aspx) 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](https://www.tcsisupport.gov.au/support/proda) 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](https://www.tcsisupport.gov.au/support/proda#accordion-2609) – 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](https://www.tcsisupport.gov.au/support/proda#accordion-2752)  - Contact your PRODA access manager asking to be added to your organisation in PRODA.
[Step 3: Request applicable attributes/roles](https://www.tcsisupport.gov.au/support/proda#accordion-2753)– 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](https://www.tcsisupport.gov.au/support/proda#accordion-2759) – 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)](https://app.heims.education.gov.au/HeimsOnline/Login.aspx)

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](#_Payment_arrangements_for) 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](#_Manner_of_Payments) 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 year[[1]](#footnote-1). 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](https://app.heims.education.gov.au/HeimsOnline/IPInfo/) 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](#_Payment_arrangements_for))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.

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](#_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](https://www.legislation.gov.au/C2004A01234/latest/text)*

[Commonwealth Grant Scheme Guidelines](https://www.legislation.gov.au/F2020L01609/latest/text)

[Higher Education Support (Other Grants) Guidelines 2022](https://www.legislation.gov.au/F2022L00347/latest/text)

[Federal Register of Legislation - FEE-HELP Guidelines 2017](https://www.legislation.gov.au/F2017L01286/latest/text)

[Commonwealth Scholarships Guidelines (Research) 2017](https://www.legislation.gov.au/F2016L01602/latest/text)

[Higher Education Administrative Information for Providers](https://www.education.gov.au/higher-education-publications/higher-education-administrative-information-providers)

[Education Portfolio Budget Statements](https://www.education.gov.au/about-department/resources/202425-education-portfolio-budget-statements)

## Appendix 1

|  |
| --- |
| Payment arrangements for 2025 periodic payments  |
|  |
|  |  |  |  |  |
| **Payment Number** | **Reference Month** | **Payment Date** | **Cumulative payment** | **Periodic payment** |
|   |   |   | **Proportion of grant YTD** | **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 2Grants for Higher Education Assistance | **Part 2-2** **Commonwealth Grant Scheme** |
| Section D 30 | Basic Grant Amount  |  |
| * Higher Education Courses Advance1
 | Standard Periodic Payment |
| * Designated Higher Education Courses Advance1
 | Standard Periodic Payment |
| * Demand Driven Higher Education Courses Advance1
 | 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 Advance1 | 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 11ASection 41-10(1) – Item 13 | Higher Education and Domestic Micro-credentials | Standard Periodic Payment |
| National Priority and Industry Linkage Fund | Standard Periodic Payment |
| Section 41-10(1) – Item 13Section 41-10(1) – Item 1 | Trailblazer Universities Program | Payment in Full |
| Increase Workforce Mobility | Payment in Full |
| **Part 2-4 Commonwealth Scholarships** |
| Postgraduate Research ScholarshipsSection 46-10(b) | Research Training Program  | Standard Periodic Payment |
| *Higher Education Support Act 2003*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, Funding queries: FEP@education.gov.au

CGS Demand Driven Higher Education Courses Other queries: CGS@education.gov.au

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

Stronger Beginnings TeacherEducation@education.gov.au

HECS-HELP, OS-HELP & FEE-HELP (the latter for HELP.Policy@education.gov.au

Universities only)

FEE-HELP (non-university HEPs) FEE-HELP@education.gov.au

Superannuation Grants &

SA-HELP

STARTUP-HELP Advances Startup.year@education.gov.au

Regional University Study Hubs (incorporates regional@education.gov.au

Improved Support for Regional Universities)

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 Univer- RRC@education.gov.au

sities (Regional Research Collaboration) Program

Australia's Economic Accelerator accelerator@education.gov.au

Trailblazer Universities Program urcs@education.gov.au

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. [↑](#footnote-ref-1)