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| Exception to fee limits  for new course fees **Application form** |



# Application for exception to fee limits for new course fees

Please read the application guidelines carefully before completing this form. The guidelines and further information onexceptions to fee limits for new course fees are on our [website](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/qualifications-and-courses/) under ‘Setting fees and course costs for new courses’.

Email this application form along with the financial data template available from the website, and any other relevant supporting information, to our Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

## Organisation information

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| **1.1 Organisation details** | |
| Organisation name |  |
| EDUMIS number |  |
| **1.2 Contact person for new course fees application** *This person/s must have a good understanding of your organisation and the proposed new course fees. This person, or another contact person named, needs to be contactable by us for a period of at least six weeks from the submission date. This person does not have to be the delegated authority who signs off the application.* | |
| Name/s |  |
| Position within your TEO |  |
| Phone |  |
| Mobile |  |
| Email |  |

## Course(s) requested for an exception

Complete the financial data template listing all course codes that are part of your application (in case of exception being granted for only part of this application) along with the requested course fee cost. An example is provided in the template. Attach the completed template when you submit this application form.

## Student body engagement

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| The relevant student body has been advised of this application. | Yes[[1]](#footnote-1) | No student body to consult |

## Exception eligibility

Provide your answers in the space below, which will expand automatically. You must satisfy all criterion to be considered for an exception.

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| **4.1 Criterion One: The course is in some way unique or special** | |
| *The TEO can demonstrate that the course is in some way unique or special, for example, that there are no or very few similar courses to compare fees with.* | |
| What is unique or special about the course? |  |
| Provide evidence that demonstrates the course(s) uniqueness or scarcity of national or alternative regional provision. *(Evidence can be attached as required)* |  |
| What is the evidence that it is required by local employers and other stakeholders? |  |
| What will be the likely impact if the course is not able to be offered? |  |
| What alternatives are there if the course was not able to be offered? |  |
| **4.2 Criterion Two: Aligned to government priorities** | |
| *The course is aligned to Government’s priorities, as set out in the Tertiary Education Strategy (TES).*  A case must be made under one or more of the following priorities, as appropriate:   * Delivering skills for industry * Getting at-risk young people into a career * Boosting achievement of Māori and Pasifika * Improving adult literacy and numeracy * Strengthening research-based institutions * Growing international linkages. | |
| How is the course aligned to Government’s priorities, as set out in the TES? |  |
| How will you ensure that fees higher than the 75th percentile will not negatively impact on any aspects of the TES? |  |

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| **4.3 Criterion Three: Financial viability of the programme** | |
| *The course is part of a programme of study that would be financially unviable without a higher fee.* | |
| Complete and attach the financial data template to show 2020 revenue and costs, and forecast 2021 and 2022 revenue and costs. | |
| At the course and/or qualification level (whichever is appropriate for the application), also provide: | |
| An explanation regarding factors that cause costs to be unsustainable without an increase in revenue. |  |
| The fees charged for similar courses by your organisation and other TEOs, and an explanation for any significant difference[[2]](#footnote-2). |  |
| Describe the financial impact of running the course without the additional fees. |  |
| Describe the financial impact of not running the course at all (on the basis of what would be done instead if the course was not run). |  |
| **4.4 Criterion Four: Completion rate meets or exceeds the sector rate** | |
| *Where the course is part of a qualification at levels 3-8 on the New Zealand Qualifications Framework (NZQF) that has been delivered previously, the qualification has a completion rate that meets or exceeds the median performance benchmark for that NZQF level in the previous year.* | |
| Complete the financial data template in relation to qualification completion rates for 2019. | Attached | Not applicable |

## Declaration

Note: electronic signatures are acceptable.

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| **5.1 Declaration** | |
| * This application has been approved by the Council of the Tertiary Education Institution, or the Chief Executive or Board of the PTE, or a designated authority on their behalf. * I declare that to the best of my knowledge the information given in this application form is true and correct. | |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |

1. Attach documentation showing this has been communicated. [↑](#footnote-ref-1)
2. You can refer to [Which Course Where](http://www.whichcoursewhere.govt.nz/) for comparisons. [↑](#footnote-ref-2)