# Application for exception under the Annual Maximum Fee Movement – Chartered accountant attestation form for TEIs

## Guidance

This assurance report is to be completed for all tertiary education institutions (TEIs) seeking an exception to the Annual Maximum Fee Movement (AMFM) limit for any course that starts between 1 January 2025 and 31 December 2025.

This assurance report is to be completed by an external independent chartered accountant with reference to the International Standard on Assurance Engagements (New Zealand) 3000 (ISAE (NZ) 3000) as issued by the External Reporting Board.

All costs of producing this assessment are to be met by the entity seeking an exception.

There are two parts to this form:

1. Organisation information and declaration, and
2. Assurance report

Please complete all parts of the form.

## How to submit the form

Please complete this form and do the following:

* attach the entity’s financial data templates that have been reviewed
* initial each page, and
* return it directly to the TEC’s Customer Contact Group.

Please scan the form and financial templates and send by email to the Customer Contact Group at [customerservice@tec.govt.nz](file:///C:\Users\cyoung\Objective\cyoung\objective-8008\Objects\sectorhelpdesk@tec.govt.nz). Please include in the subject line: **[EDUMIS] – 2025 AMFM exception application**.

This attestation and any other materials supporting an application for an exception to the AMFM policy for courses that start between 1 January 2025 and 31 December 2025 **must be submitted no later than** **5:00pm 29 November 2024**.

# Part 1: Organisation Information and Declaration

|  |  |
| --- | --- |
| **Chartered accountant details**  *This is the chartered accountant performing the external review and providing the assurance report.* | |
| Name |  |
| External independent chartered accountant/business name |  |
| Address |  |
| Email |  |

## Acknowledgements

|  |  |
| --- | --- |
| Name of entity seeking exception, this will be the TEI referred to as the “entity” in this document |  |
| This information was prepared on a consolidated basis and included the following entities in the consolidation |  |
| Prepared on the basis for the financial year ending | *[MM/YYYY]* |

By signing the below declaration, you acknowledge the following:

1. This information was prepared for the purpose of the Tertiary Education Commission (TEC) completing an assessment of an application for an exception to the AMFM limit for any course that starts between 1 January 2025 and 31 December 2025.
2. I have received a copy of the AMFM exception guidelines and assessment information.
3. For the entity reviewed to seek an exception to the AMFM limit for 2025 the entity being reviewed must submit prescribed financial information to the TEC, and that a copy of this information is attached to this statement of assurance.
4. I have reviewed the latest financial statements and forecast information for the entity. This information was prepared on a consolidated basis including any other entities described above, for the financial year ending described above, and covering the period January 2023 to December 2025.
5. The TEC will rely on this attestation and the attached financial information in determining whether an exception will be granted.
6. A review was conducted in accordance with the ISAE (NZ) 3000, as issued by the External Reporting Board.
7. A review is limited primarily to enquiries of personnel and analytical review procedures applied to financial data and thus provides less assurance than an audit. I have not performed an audit and, accordingly, I do not express an audit opinion.
8. I disclaim any assumption of responsibility for any reliance on this report to any person other than to the TEC or for any purpose other than that for which it was prepared.
9. I have no relationship with the entity seeking an exception other than in my role as an independent chartered accountant (including where applicable if I am the external auditor for the TEI) undertaking this professional assurance, other than as disclosed. Please provide any explanatory comments below:

|  |
| --- |
| Explanatory comments |
|  |

|  |  |
| --- | --- |
| **Declaration**  I declare that to the best of my knowledge the information given in this attestation form is true and correct. | |
| Signature |  |
| Name and Position |  |
| Date |  |

## Part 2: Assurance Report

*Please note agreement to each statement by initialing in the box provided. If you are unable to confirm the statement, please indicate by placing a cross (“X”) in the relevant box in the table below and by providing a brief explanation in an attachment to this form:*

|  |  |  |
| --- | --- | --- |
| **Assurance Report to support an exception to Annual Maximum Fee Movement for:** | | |
|  | **Statement** | **Initial** |
| A | Nothing has come to my attention that causes me to believe that the financial statements, forecast information, and calculations undertaken for the entity in preparing the AMFM exception application have not been:   1. presented on a basis consistent with New Zealand Generally Accepted Accounting Practice and with the accounting policies normally adopted by the entity named above; 2. prepared in accordance with the accounting records, budgets or internal forecasts (where available) of the entity; and 3. prepared in accordance with the strategic plans and business plans (where available) of the entity. |  |
| B | Nothing has come to my attention that causes me to believe that the financial forecasts, and the figures there in, have not been properly calculated and prepared on the basis of the assumptions used and are presented in accordance with the requirements in the financial templates provided for use with the exception application. |  |
| C | In my opinion the direct revenue and direct cost information provided in the financial templates (copy attached) reflects the identifiable revenues and costs which can be directly attributed to the qualifications, courses or departments set out in the exception application in relation to the fee increase requested for the course and have been allocated in a manner consistent with management reports used by the entity. |  |