



How to check an NSN for fees-free eligibility

You can check a learner’s National Student Number (NSN) to find out if they’re eligible for fees-free study and/or training.

There are three different ways to check an NSN as set out below.

Option one: Look up a list of confirmed eligible NSNs and a list of NSNs that have changed to or from “Yes”

Step	Action
1	<p>Log into Workspace 2.</p> <p>If you don’t have access to Workspace 2, you can request access by completing and submitting the Education Sector Logon Tertiary Application User Access Request Form. When completing the form, in Part 4 select Tertiary Education Commission (TEC) Shared Workspaces.</p>
2	<p>Go to the Notices section on your Home page.</p> <p>To see a list of all NSNs that have been assessed as eligible for fees-free tertiary study:</p> <ul style="list-style-type: none"> › select Fees-Free Eligibility to download the file <i>FreesFreeEligibility.csv</i>. <p>To see a list of all NSNs whose eligibility has changed to or from “Yes”¹ since the launch of fees-free:</p> <ul style="list-style-type: none"> › select Fees-Free Eligibility Changes to download the file <i>EligibilityYChanges.csv</i> <p>Both these lists are updated each TEC business day.</p>
3	Press CTRL + F to open the search window.
4	Type in the NSN you are looking for and press Enter or click Find Next .

¹ A learner’s status may change to or from yes for a number of reasons including the learner completing their statutory declaration with incorrect information.

5	<p>> If the NSN is found then the NSN is eligible for fees-free. Record the outcome. Ends.</p> <p>or</p> <p>> If the NSN is not found then the NSN is either not eligible or may be eligible with further information. Proceed to Option two.</p>
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Option two: Send a list of NSNs to the TEC for checking

Step	Action
1	Extract a list of NSNs to be checked into a .csv file with a header row.
2	Email the file to feesfreedata@tec.govt.nz .
3	We'll return the list to you the next working day with the eligibility outcome added for each NSN, i.e. yes, no, unknown or 2018 starter.
4	Record the outcome. Ends. If the outcome is unknown, it is recommended you contact the learner to encourage them to check the eligibility criteria and, if they meet the criteria, to complete and submit a statutory declaration form.

Option three: To check small numbers of NSNs, look up individual NSNs on [feesfree.govt.nz](https://www.feesfree.govt.nz)

Step	Action
1	Go to https://www.feesfree.govt.nz/ .
2	Enter the learner's NSN.
3	<p>Select the relevant year, type of education and select whether the learner is a school leaver or a non-school leaver.</p> <p>Which year should I choose?</p> <ul style="list-style-type: none"> • If the learner is starting fees-free eligible study or training in the 2018 calendar year, see the 2018 eligibility criteria. • If the learner is starting fees-free eligible study or training in the 2019 calendar year, see the 2019 eligibility criteria. <p>Should I look at the eligibility criteria for provider-based study or for industry training?</p> <ul style="list-style-type: none"> • If the learner is studying or training at an institute of technology, polytechnic, private training establishment, university or wānanga, see the eligibility criteria for provider-based study. <ul style="list-style-type: none"> ○ If the learner is doing an apprenticeship through an institute of technology or polytechnic see the eligibility criteria for provider-based study. • If the learner is doing an apprenticeship or work based training (through an industry training organisation), see the eligibility criteria for industry training. <p>Should I look at the eligibility criteria for a school leaver or a non-school leaver?</p>

	<ul style="list-style-type: none"> • Choose school leaver if the learner has been enrolled in a school in or after 2017. • Choose non-school leaver if the learner hasn't been enrolled in a school in or after 2017. <p>If the learner has been enrolled in a school in or after 2017 but their 19th birthday was before 1 January 2018, please choose non-school leaver.</p>
4	<p>Record the outcome. Ends.</p> <p>If the outcome is unknown, it is recommended you contact the learner to encourage them to check the eligibility criteria and, if they meet the criteria, to complete and submit a statutory declaration.</p>

If you have any questions about these processes please contact the Sector Helpdesk at sectorhelpdesk@tec.govt.nz or 0800 601 301.



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