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Kia ora!

Welcome to the Fees Free newsletter for November, with tips to help make Fees Free easier for you, and easier for your learners.

Please encourage all those working on Fees Free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates directly.

If you would like to view Fees Free newsletters from previous months, they are on the [TEC website](#).

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Remind learners to check their eligibility status on the Fees Free website

We want to make sure that no eligible learner is missing out on their Fees Free entitlement. So it's important to advise all learners (including school leavers) enrolling at your organisation to check their eligibility status at feesfree.govt.nz.

If a learner has an 'unknown' eligibility status, and they meet the eligibility criteria, please advise them to complete and submit a statutory declaration as soon as possible so they can receive Fees Free for any Fees Free eligible study or training they undertake.

Learners must submit their statutory declaration by midnight 31 December 2019 to receive Fees Free for any eligible study or training they undertake in 2019.

Retrospective 2018 eligibility and reporting

2018 saw the end of our first year of Fees Free reporting, and 2019 the beginning of the first year of carryover. As we received a lot of feedback regarding learner eligibility, and whether all eligible learners had been reported correctly, we have undergone a review to give

us all certainty.

We may ask you to complete a template on Workspace 2, to confirm the fees these learners were charged in 2018. It is important to note that we have not confirmed all their eligibility yet, as some are still being considered as appeals. We will need to determine if payment is required, or if the learner is entitled to any carry-over in future years. We will keep you informed of each learner's situation as we progress.

We appreciate such ad-hoc requests are less than ideal, but necessary to ensure that all eligible learners receive their fees-free entitlement. We would appreciate you giving any such request your prompt attention, as there are only a few learners to check.

We thank you again for your support and the collaborative manner in which you continue to work with us on fees free.

Fees Free website to have a mini makeover

Recently, we refreshed the Fees Free website so learners planning to start study or training in 2020 can check their eligibility. This included updating and adding new content such as FAQs and glossary terms, [read more](#).

Over the next couple of months we will be making enhancements to the Fees Free website based on the feedback we receive from you and prospective learners. We thank you for the ongoing feedback to ensure we are all working with a continuous improvement focus on fees free. The changes we will be working on are:

- The look and feel of the website will be updated to make it more accessible for those with low vision.
- The NSN checker will be moved slightly down the homepage. New content will be added to explain the eligibility criteria clearly for prospective learners who do not have or do not know their NSN number.
- New pages will be added to the website to share success stories.

We have published a new info sheet on the prior study eligibility criteria

The info sheet explains the Fees Free prior study eligibility criteria, including what does and doesn't count as prior study. It's available on the TEC website – tec.govt.nz/fees-free-information-for-teos/guidance/.

Reporting

We will start to accept 2020 course start dates in the November reporting round

From November, you can enter 2020 course start dates in your Fees Free All Enrolments and Costs return. This means that you can start reporting learners who are enrolling for the 2020 calendar year. We can't confirm how much we will allocate for these learners until after the close of 2019. This is because learners can continue to use their fees-free entitlement until the end of December 2019.

We will also start advising you of learner's carryover status from November 2019

We will do this via the *Learners who have consumed their fees-free entitlement* report in Workspace 2. The report gives each '2019

Starter' a status of either:

- **Consumed** (the learner has fully consumed their fees-free entitlement and has no remaining entitlement to carry forward), or
- **Carryover** (the learner has remaining entitlement to carry forward).

Please note, it is possible for a learner to have remaining entitlement in 2019, but to be fully consumed for 2020. This is because no EFTS cap applies in a learner's first year of study. So even if a learner has used over 1 EFTS they may have some dollar entitlement remaining.

Reporting information not reaching the right person?

Please email the Customer Contact Group at sectorhelpdesk@tec.govt.nz if you need a staff member added as a Fees Free data return contact for your organisation. Please include their name, job title and email address. Your organisation can have more than one data return contact.

Reporting schedule

13 November	November <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
14 November	Extract date for November <i>Fees Free All Enrolments and Costs</i> return
20 November	November <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
4 December	December <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
5 December	Extract date for December <i>Fees Free All Enrolments and Costs</i> return
11 December	December <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
18 December	January <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
31 December	Extract date for January <i>Fees Free All Enrolments and Costs</i> return
Mid-January 2020 (TBC)	January <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2

Contact us

If you have any questions or comments about this newsletter, or any other Fees Free queries, please contact the Customer Contact Group at sectorhelpdesk@tec.govt.nz or 0800 601 301.



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sectorhelpdesk@tec.govt.nz

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