

[View this email in your browser](#)



Kia ora!

We're pleased to send you the Fees Free Focus for February.

Please encourage all those working on fees-free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates, tips and the monthly reporting schedule.

If you'd like to view the fees-free newsletters from previous months, you can find them on the TEC website on the [Fees Free guidance page](#).

[Click here to subscribe](#)

Important Updates and Changes

Reporting Requirements for Consumed Learners

From February 2021, we're no longer asking providers to report learners who have consumed their full fees-free entitlement in a previous year. This means you only need to report learners who are eligible for Fees Free ('Yes' or '20XX Starter') and have entitlement to use in the 2021 calendar year.

You'll find a list of all eligible learners that have remaining fees-free entitlement on the notices page on Workspace 2. This CSV file is updated daily with any changes to learner eligibility or entitlement use. Make sure to use the 2021 eligibility file for your February return.

If you're unsure whether a learner has remaining entitlement for 2021, or need to report consumed learners for any reason, you can still include them in your return. We'll tell you how much of the learner's fees we can cover, if any.

Reporting Tips (Providers)

Thank you for your hard work on the December 2020 All Enrolments and Costs returns. Remember, it's important to get your returns in on time, as we can't begin validations until everyone has submitted.

For your February 2021 All Enrolments and Costs returns, you should only include enrolments that have 2021 start dates.

We're currently seeing high number of errors caused by courses with EFTS that did not match the EFTS for the course in STEO.

If you receive errors on your reported EFTS, you may need to either:

- check and update the EFTS in STEO, if STEO is incorrect, or
- report the correct EFTS in your fees-free return to 4 decimal places, or
- if the EFTS you are reporting for a learner is not the standard EFTS for that course, change the dropdown in the Non Standard Fee column to indicate the reason that they are not standard. For reduced EFTS due to a withdrawal, select 'Other'. If the value in this field is 'No', then the EFTS you enter for that learner's course must match STEO.

Please remember that the EFTS you report should also match the EFTS reported in your final Single Data Return (SDR).

Reporting Tips (Transitional ITOs)

Thank you all for submitting your January reports to us.

If all of your organisation's programmes are currently eligible for the Targeted Training and Apprenticeship Fund (TTAF), and you think your organisation will not need to report any fees-free eligible learners in 2021, let us know and we will stop provisioning fees-free templates to your organisation for 2021. You can ask us to provision templates to you again at any time, if needed.

February Reporting Schedule

For providers

10 February 2021	<ul style="list-style-type: none">• February Fees Free All Enrolments and Costs template available via Workspace2
11 February 2021	<ul style="list-style-type: none">• NSN extract date for the Fees Free All Enrolments and Costs return
17 February 2021	<ul style="list-style-type: none">• February Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For transitional industry training organisations

31 February 2021	<ul style="list-style-type: none">• NSN extract date for the Fees Free Programmes and Fees return
1 March 2021	<ul style="list-style-type: none">• February Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
4 March 2021	<ul style="list-style-type: none">• February Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2

Contact us

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

Reporting information not reaching the right person?

Please email the Customer Contact Group at customerservice@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.



Free to unlock your potential

Copyright © 2021 Tertiary Education Commission. All rights reserved.

February 2021

Our mailing address is:

customerservice@tec.govt.nz

Want to change how you receive these emails?

Click here to [unsubscribe from this list](#).