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Kia ora!

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

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](#).

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Important Updates and Changes

2020 Fees Free Return Resubmissions

We've completed another validation of your December 2020 returns and have recalculated 2020 allocations, following resubmissions of December SDR and Fees Free returns and changes to learner eligibility. Providers with changes to allocation will receive a new *All Enrolments and Costs Data Validation* and *Multiple Providers and Cap Limit* reports will be uploaded to Workspace2. These reflect any changes as at 10 May 2021. A revised wash-up letter will be sent out later this month.

We plan to complete regular validations of 2020 data at the beginning of each month to pick up any changes. Most providers still have eligible 2020 enrolments that they have included in their SDR but have not included on their fees-free reporting. We ask that you check for these learners and report them to us as soon as possible so that we can cover their fees.

Carryover Calculation Methodology

We've added an info-sheet to the [Fees Free Guidance page](#) on our website which explains our methodology for calculating carryover fees-free entitlement when a learner is enrolled with a provider. The info-sheet takes you through the weighted EFTS calculation, where we use the average dollar per EFTS rate for the learner to determine their allocation.

Reporting Tips (Providers)

Thank you for a great reporting round in April! We can really see the effort you're putting in to reduce errors in your Fees Free reports.

In April, a large number of errors were found on GST. Remember, the amount you enter in the GST field

must be 15% of the amount entered in the GST exclusive field, to the nearest cent. An easy way to work this out is by multiplying the GST exclusive amount by 0.15.

Check your April Data Validation reports for any errors and make sure to correct them in your May All Enrolments and Costs return.

Annual Maximum Fee Movement 2021:

Please note we have now removed the temporary tolerance that allowed you to report higher fees under the [Annual Maximum Fee Movement](#), while you were updating fees in STEO. If you have not already done so, please ensure all of your fees have been updated in STEO to avoid errors in your May reporting.

Reporting Tips (Transitional ITOs)

Remember to update your Schedule of Fees any time you change the fees your are charging your learners. We use your Schedule of Fees to validate the fees you report in your Programmes and Fees report, so an outdated Schedule of Fees may result in an error.

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 provide templates to you again at any time, if needed.

May Reporting Schedule

For providers

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

For transitional ITOs

31 May 2021	<ul style="list-style-type: none">• NSN extract date for the Fees Free Programmes and Fees return
1 June 2021	<ul style="list-style-type: none">• May Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
4 June 2021	<ul style="list-style-type: none">• May 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

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