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## Kia ora!

Welcome to the Fees Free Focus for January 2023. We hope you had a great summer break and are refreshed for the year ahead.

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've received this, you're already subscribed.

If you would 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

### 2023 Fees Free Agreements

If your organisation has not yet uploaded your signed Fees Free agreement to Workspace 2, please do so as soon as possible. Any payments that were scheduled for 4 January 2023 will be made within 10 working days of receipt of the signed agreement.

Please remember to upload the full document including the cover letter and the attached agreement.

If you have not yet enrolled any Fees Free eligible learners for 2023, you do not need to return the agreement to us at this time. However, please ensure that you return a signed copy of the agreement within 15 working days of enrolling your first eligible learner.

If you have any questions about your Fees Free agreement, please contact your Relationship Manager or email [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

### Final reporting rounds and wash ups

We're coming up to the deadlines for the submission of your December returns. The information submitted in your returns are used to finalise learner entitlement use and your payments for the 2022 calendar year.

It is important that the information you submit in your Fees Free returns matches the information submitted in your Single Data Return (SDR) and/or your Industry Training Register (ITR). This includes information like dates, course codes, source of funding codes, and source enrolment IDs. In cases where the information does not match, enrolments will not pass validation and will not be included in your final 2022 allocation.

If you need assistance with your returns, please contact us on 0800 601 301 or at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) before the submission deadline. We are happy to help you work through any concerns or questions.

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## Tips for Reporting Study

### December Fees Free All Enrolments and Costs return

This return is due on Wednesday 18 January and is the final opportunity you will have to report your Fees Free learner enrolments for 1 January 2022 to 31 December 2022. Make sure to check the eligibility status of all learners that have been enrolled with your organisation at any point in 2022, as some learners will have changed their status after enrolment.

We can only include valid data in this final 2022 allocation. Please use your November Fees Free All Enrolments and Costs Data Validation report to identify any errors that you need to correct in your December submission.

If you submitted an early December return before 21 December 2022, we have provided you with a preliminary data validation report on Workspace 2 based on this submission. This gives you the chance to check your return for validation errors and make any further changes before the deadline on 18 January 2023. For assistance with the data validation report please refer to the [All Enrolments and Costs Data Validation report guide](#).

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## Tips for Reporting Work-based Learning

### December Fees Free Programmes and Fees return

This return is the final opportunity you will have to report your Fees Free learner enrolments for 1 January 2022 to 31 December 2022. The information is used to finalise learner entitlement use and your payments for the 2022 calendar year. Please report any fees that have not yet been reported to us, and ensure your Schedule of Fees is up to date. Make sure to check the eligibility status of all learners that have been enrolled with your organisation at any point in 2022, as some learners will have changed their status after enrolment.

The guide for reporting industry training can be found [on our website](#), and we encourage you to use this if you need any guidance filling out your templates.

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## January Reporting Schedule

### For reporting provider-based study

31 December 2022	<ul style="list-style-type: none"><li>• NSN extract date for the Fees Free All Enrolments and Costs return</li></ul>
18 January 2023	<ul style="list-style-type: none"><li>• December Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace 2</li></ul>

### For reporting work-based learning

31 January 2023	<ul style="list-style-type: none"><li>• NSN extract date for the Fees Free Programmes and Fees return</li></ul>
1 February 2023	<ul style="list-style-type: none"><li>• January Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace 2</li></ul>
7 February 2023	<ul style="list-style-type: none"><li>• January Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace 2</li></ul>

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## Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at [customerservice@tec.govt.nz](mailto: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](mailto: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.

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Set yourself fees-free

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### Our mailing address is:

[customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

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