



## Kia ora!

Welcome to the Fees Free newsletter for July, 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'd like to view Fees Free newsletters from previous months, they are on the TEC website on the [Fees Free Guidance page](#).

## Eligible learners cannot “bank” their fees-free entitlement for future use

Eligible learners cannot opt to pay fees in 2019 and “bank” their fees-free entitlement for future use, that is, they cannot ‘opt out’ of fees-free.

All eligible learners, who have a ‘yes’ or ‘2018 Starter’ eligibility status, automatically consume their fees-free entitlement from the date that they start their first eligible course or industry training programme. These learners should be included in your monthly *Fees Free All Enrolments and Costs* returns.

Please advise any learners with an ‘unknown’ eligibility status, who meet the eligibility criteria, to complete and submit a statutory declaration at [feesfree.govt.nz](https://feesfree.govt.nz) so they can receive fees-free for any fees-free eligible study or training they undertake.

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## School learning programmes and secondary-tertiary programmes

We've added a new info sheet to the TEC website which explains how school learning programmes and

secondary-tertiary programmes fit within fees-free settings.

You can find the info sheet on the [Fees Free Guidance](#) page – [Fees-free info sheet: How school learning programmes and secondary-tertiary programmes fit within fees-free settings](#)

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## Remind learners to check their eligibility status on the Fees Fees 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** enrolling at your organisation to check their eligibility status at [feesfree.govt.nz](http://feesfree.govt.nz).

If a learner has an 'unknown' eligibility status, and they meet the eligibility criteria, 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. **We highly recommend** that learners submit their statutory declaration **before midnight 31 December 2019** so they are guaranteed to receive their fees-free entitlement for any eligible study or training they undertake this year.

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## Fluctuations in the amount allocated to learners with carryover

You may have noticed fluctuations in the amount allocated to learners (2018 Starters) with carryover. This is because of the way we calculate remaining equivalent full-time student (EFTS).

We are working to validate the data reported to us for 2019 and determine:

- which entitlement cap is reached first (i.e. either the EFTS or \$12,000 cap), and
- courses to include in the entitlement calculation.

If the data you return to us changes, e.g. because a learner withdraws from a course, the amount allocated to the learner will also change.

Reminder, the monthly *Fees Free Multiple Providers and Cap Limit Report* (on your Workspace 2) sets out the amount of carryover allocated to 2018 Starters who are enrolled to commence study with you in 2019.

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## Reporting

**You're now required to enter a Course Start Date for all rows, including where you only enter a Compulsory Student Services Fees (CSSF)**

You must enter a value in the Course Start Date column when a CSSF is entered on a line without a Course Code.

The value entered should be the **date the CSSF applies from**. You're *not* required to enter a Course End Date.

As the Course Start Date column is now a mandatory field, if you don't enter a Course Start Date the row won't pass template validation.

### **Withdrawals – using Source of Funding code 31**

Please enter Source of Funding 31 in the Student Course Withdrawal Date column if a learner withdraws **before 10% or one calendar month** of the start date of the course (whichever is earlier). This includes learners who have withdrawn in the free withdrawal period if you are retaining any fees relating to this course.

### **Withdrawal training video available**

Reminder, there's a training video available on how to report withdrawals in the *Fees Free All Enrolments and Costs* return. This video is targeted at private training establishments, however has information which may be helpful for all providers. The video is available in the following places:

- YouTube – <https://www.youtube.com/watch?v=HdbHYL6KSFE>
- [Guidance](#) page on the TEC website, under Instructional Videos, and
- the Help section of Workspace 2 under Instructional Videos.

### **NSNs Consuming Fees Free in 2018 – report in Workspace 2**

This report is updated as at 31 December 2018, that is, it relates to entitlement status **as at 31 December 2018 only**.

The report lists all National Student Numbers (NSNs) who:

- undertook fees-free eligible study and/or training in the 2018 calendar year, and
- used some or all of their fees-free entitlement in 2018.

The report also states whether the NSN is enrolled at more than one tertiary education organisation (TEO).

Please refer to the *Fees Free Multiple Providers and Cap Limit Report* for 2019 entitlement status, which includes information about 2018 Starters (as at the last *Fees Free All Enrolments and Costs* return submission date).

### **Reporting information not reaching the right person?**

Please email the Customer Contact Group at [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz) if you need a staff member added as a fees-free data return contact for your organisation. Include their name, job title and email address. Your organisation can have more than one data return contact.

## Reporting schedule

10 July	July <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
11 July	Extract date for July <i>Fees Free All Enrolments and Costs</i> return
17 July	July <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
8 August	August <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
9 August	Extract date for August <i>Fees Free All Enrolments and Costs</i> return
21 August	August <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
11 September	September <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
12 September	Extract date for September <i>Fees Free All Enrolments and Costs</i> return
18 September	September <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2

## Update on invoicing – industry training organisations

We're making improvements to the current invoice process based on feedback. We'll be sending out detailed information shortly about the improvements we're making, including possible changes to the invoice process due at the start of August.

## Contact us

If you have any questions or comments about this newsletter, or any other fees-free issues, please contact the Customer Contact Group at [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz).

**Free to unlock your potential**

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July 2019

**Our mailing address is:**  
[sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz)