



Kia ora!

Welcome to the Fees Free newsletter for May, 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](#).

TEC Now

The TEC has re-introduced a new-look TEC Now, a monthly e-newsletter that will be distributed to the tertiary education sector. This communication will keep the sector up-to-date with issues that may have an impact on the sector. We will listen and collaborate with our customers to support them to deliver on their commitments and obligations to the TEC. Go [here](#) to subscribe.

The Fees Free Newsletter will continue to be sent monthly.

NZQA portal

Several tertiary education organisations (TEOs) have expressed interest in accessing eligibility information through an API as an alternative to downloading the *Fees Free Eligibility* and *Fees Free Eligibility Changes* files on Workspace 2.

We are pleased to announce that a simple eligibility API is now live and accessible to TEOs who wish to use it. The API allows you to submit a learner's National Student Number (NSN) and receive back his or her eligibility status. Our first live implementation of the API presents information to learners who are logged in to NZQA's [learner portal](#).

Registration process to access the API

- To access the test system, follow the instructions at: <https://ff-developer-dev.tec.govt.nz/getting-started>
- To access the production system, follow the instructions at: <https://ff-developer.tec.govt.nz/getting-started>

Single Data Return (SDR) – Fees-free eligible indicator field

The **Fees free eligible indicator** field contains a one character code to identify if a learner is eligible for fees-free or not at the extraction date of the SDR. There are three valid values which can be entered:

- 'Yes' (Y) if a learner is fees-free eligible, or
- 'No' (N) if a learner isn't fees-free eligible, or
- 'Unknown' (U) if a learner's eligibility is unknown.

Please note, there is no 2018 Starter value. If a learner is fees-free eligible and they started eligible study in 2018, the value entered in SDR should be **Yes (Y)**.

Reporting – withdrawals

Reminder, the date entered in the **Student Course Withdrawal Date** column must be after 01/01/2018. Where a Source of Funding 31 is reported, a value must be entered in the Student Course Withdrawal Date field.

Private training establishments (PTEs)

*The following applies to programmes or training schemes that are of **more than 3 months' duration**.*

If a learner withdraws from a programme or training scheme (and the withdrawal constitutes a complete withdrawal from your establishment) and you charge a withdrawal fee, you must **enter this fee on a single line**.

We'll check to ensure we're only charged once for this fee.

If you have a learner who withdraws (and the withdrawal constitutes a complete withdrawal) more than once during a year, please contact us to discuss the case.

For more information on PTE specific withdrawals and refund rules, please refer to sections 234C to 235D of the [Education Act 1989](#).

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 PTEs 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.

Reporting - providers

Reporting learners who have fully consumed their fees-free entitlement

You must include **all eligible learners** in your monthly *Fees Free All Enrolments and Costs* return – this includes learners who have fully consumed their fees-free entitlement. It's important we continue to receive information about these learners for future policy purposes.

You must **report all fees** (including zero fee courses) for these learners – even if the fees exceed \$12,000 (including GST). While we'll only pay for up to \$12,000 (or up to 1 EFTS for those learners with carryover) we still need to know how much they're being charged.

The fees you enter in your *Fees Free All Enrolments and Costs* return must be the fees you're charging the learner

The fees you are charging should be entered in the fee columns.

Entering Compulsory Student Services Fees (CSSF) on separate lines

Currently, if you enter a **CSSF** on a separate line, that is, separate to a Course Code, you are *not* required to enter a Course Start Date for the CSSF.

We're working to improve our systems so that we can more easily identify and pay for a CSSF where the fee is eligible. Later this year, it will become mandatory for you to enter a value in the Course Start Date column when a CSSF is entered on a line without a Course Code. We strongly encourage you to start entering a date in now to ease the transition when it becomes compulsory.

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

We'll keep you updated prior to then, with reminders and further information.

Reporting information not reaching the right person?

If you need a staff member added as a fees-free data return contact for your organisation, please email the Customer Contact Group at sectorhelpdesk@tec.govt.nz including their name, job title and email address. Your organisation can have more than one data return contact.

Reporting schedule

15 May	May <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
16 May	Extract date for May <i>Fees Free All Enrolments and Costs</i> return
22 May	May <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
12 June	June <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
13 June	Extract date for June <i>Fees Free All Enrolments and Costs</i> return
19 June	June <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
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

Invoicing – industry training organisations

Reminder – new process to submit monthly invoice

You're required to submit a **consolidated invoice** by the fourth working day of each month (schedule set out below). You're also required to submit a *Fees Free ITO Programmes and Fees* return.

Invoicing schedule

6 June	<i>Programmes and Fees</i> template and invoice due to TEC by uploading to Workspace 2.
4 July	<i>Programmes and Fees</i> template and invoice due to TEC by uploading to Workspace 2.
6 August	<i>Programmes and Fees</i> template and invoice 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 issues, please contact the Customer Contact Group at sectorhelpdesk@tec.govt.nz.

Free to unlock your potential

Copyright © 2019 Tertiary Education Commission. All rights reserved.

May 2019

Our mailing address is:
sectorhelpdesk@tec.govt.nz

