



Kia ora!

Welcome to the fees-free newsletter for March, 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.

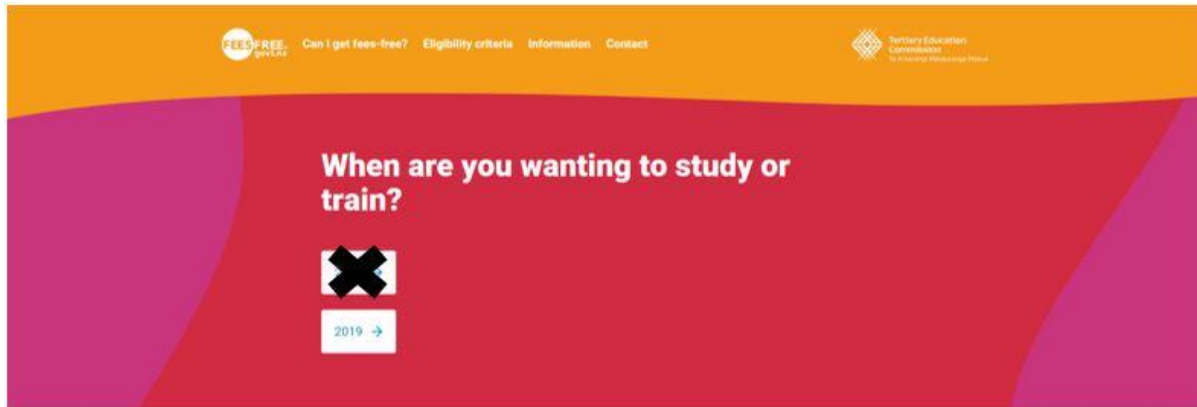
If you'd like to view fees-free newsletters from previous months, these are available on the [TEC](#) website.

Fees Free website – the 2018 study/training year option will be removed by the end of March

In February's newsletter we noted that soon learners will only be able to select 2019 as the year they are wanting to study or train. The 2018 study/training year option will be removed by the end of March.

We'll send you an email the working day prior to the 2018 option being removed to let you know this is about to occur.

In the meantime, we're proactively identifying learners who have submitted a 2019 statutory declaration but undertook eligible study and/or training in 2018. Any study or training undertaken by these learners in 2018 will count for fees-free entitlement use but cannot be paid for by the TEC.



What you need to do

Please advise learners who are unsure about their 2018 eligibility status, but who did eligible study and/or training in 2018, to contact us at feesfree@tec.govt.nz.

If a learner was eligible in 2018 but you didn't report their study or training, we will identify this and work with you to address this.

How to check the amount of fees-free allocated to each learner (providers)

We've added a new [info sheet](#) to the TEC website on the [Fees Free Guidance](#) page.

This document guides you on how to check whether a 2018 Starter has fully consumed their fees-free entitlement and, where they haven't, how to check the amount of fees-free allocated to them.

Invoicing eligible learners (tertiary education institutions only)

While you are able to invoice learners with a 2019 'Yes' or '2018 Starter' eligibility status, you are **not** able to request payment from them where they have fees-free entitlement remaining.

Please see the *NSNs Consuming Fees Free in 2018* report on Workspace 2 to check whether a 2018 Starter has fully consumed their fees-free entitlement (consumed) or whether they have some fees-free entitlement to carry forward (carryover).

When invoicing a 2018 Starter

Where possible, please indicate to learners that the amount they're being invoiced may change depending on how much carryover they're entitled to.

Reporting - providers

Include all eligible learners in your monthly *Fees Free All Enrolments and Costs* returns – even where they have fully consumed

This includes all learners with a **2018 Starter (8)** or **Yes (Y)** eligibility status.

For future policy purposes, it's essential we continue to receive information for learners who have fully consumed their fees-free entitlement.

Check the correct study year for learners

When checking a learner's eligibility, please make sure to check the year they commence fees-free eligible study. For example, if a learner is starting eligible study in 2019 check their eligibility for 2019.

We made a change to the *Fees Free Multiple Providers and Cap Limit Report*

Changes

1. The report now includes all eligible learners (as reported by you) who are enrolled to commence study at your organisation in 2019.
2. We've added a new column – **Fee Allocation Required** (column C). The possible results are:
 1. Allocation Required
 2. 2019 Entitlement Available, or
 3. blank.

2019 Entitlement Available means that the learner has some fees-free entitlement left for further study and/or training. You can charge, and require the learner to pay, any amount that we've not allocated to you.

Why the change?

We've made it easier to confirm the payment allocation for all learners that you report. Prior to this, the report only included learners where we intended to make a payment allocation which was less than the fee claim that you had made or because the learner was enrolled at more than one tertiary education organisation.

What the report tells you now

The report includes all eligible learners (as reported by you) who are enrolled to commence study at your organisation in 2019.

For each learner, it tells you:

- whether the learner is enrolled at more than one tertiary education organisation (column **Student Enrolled With Multiple Providers In 2019**)
- where the learner has 2019 entitlement available (column **Fee Allocation Required**)
- the total fees that you reported in the previous month's *Fees Free All Enrolments and Costs* return (column **All Fees Reported By You Including GST**)
- the amount that we currently intend to allocate to you in relation to the fees-free eligible learner (column **2019 Fees-Free Allocation Including GST**), and
- notes where a learner has an eligibility status of 'No' or 'Unknown' at the National Student Number (NSN) eligibility date.

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 Sector Helpdesk 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

13 March	March <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
14 March	Extract date for March <i>Fees Free All Enrolments and Costs</i> return
20 March	March <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
16 April	April <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
15 April	Extract date for April <i>Fees Free All Enrolments and Costs</i> return
29 April	April <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
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

Reporting - industry training organisations

Reminder – new process to submit monthly invoice

You're required to submit an 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 May	<i>Programmes and Fees template and invoice</i> due to TEC by uploading to Workspace 2.
6 June	<i>Programmes and Fees template and invoice</i> due to TEC by uploading to Workspace 2.
4 July	<i>Programmes and Fees template and invoice</i> due to TEC by uploading to Workspace 2.
6 August	<i>Programmes and Fees template and invoice</i> due to TEC by uploading to Workspace 2.



Free to unlock your potential

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