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| Exception to fee limits  for AMFM **Application form** |



**Application for exception to   
fee limits for Annual Maximum Fee Movement**

Please read the application guidelines carefully before completing this form. The guidelines and further information onexceptions to fee limits for AMFM are on our [website](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/student-achievement-component-provision-at-level-3-and-above-on-the-nzqf-fund/qualifications-and-courses/) under ‘The Annual Maximum Fee Movement (AMFM)’.

Email this application form, along with the financial data template available from the website if applicable, and any other relevant supporting information, to our Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

1. **Organisation information**

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| **1.1 Organisation details** | |
| Organisation name |  |
| EDUMIS number |  |
| **1.2 Contact person for AMFM exception application** *This person/s must have a good understanding of your organisation and the proposed course fees. This person, or another contact person named, needs to be contactable by us for a period of at least six weeks from the submission date. This person does not have to be the delegated authority who signs off the application.* | |
| Name/s |  |
| Position within your TEO |  |
| Phone |  |
| Mobile |  |
| Email |  |

1. **Course(s) requested for an exception**

This application is made in relation to:

* + - All courses at the TEO
    - All courses within a department
    - All courses within a qualification
    - Individual courses

Unless this application is made at the TEO level, please complete the Excel spreadsheet in the template set provided listing all course codes subject to this application, by department and qualification as follows (in case of exception being granted for only part of this application):

**Example:**

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| --- | --- | --- |
| **Department** | **Qualification** | **Course** |
| Department 1 | AB1234 | PC1 |
|  |  | PC2… |
|  | AB5678… | PQ1 |
|  |  | PQ2… |
| Department 2… |  |  |

The TEO applying for the exception is responsible for providing the information requested by us and any further information the TEO considers appropriate to support its application. We will not seek additional information from the TEO to assess the application other than clarification of the information provided. We may consider any information relevant to the application whether it is included in the application or not.

1. **Student body engagement**

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| The relevant student body has been advised of this application. | Yes[[1]](#footnote-1) | No student body to consult |

1. **Exception eligibility**

Provide your answers in the space below, which will expand automatically. You must satisfy all criteria to be considered for an exception.

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| **4.1 Criterion One: Financial viability of the programme** | |
| *The TEO is unable to support the course(s) or micro-credential while remaining financially viable.* | |
| Complete and attach the financial data template to show actual 2019 and 2021 revenue and costs, 2022 revenue and costs, and forecast 2023 and 2024 revenue and costs. | |
| At the course or qualification, department or division, TEO level (whichever is appropriate for the application), also provide: | |
| An explanation regarding factors that cause costs to be unsustainable without an increase in revenue. |  |
| The fees charged for similar courses by your organisation and other TEOs, and an explanation for any significant difference[[2]](#footnote-2). |  |
| Describe the financial impact of running the course without the additional fees. |  |
| Describe the financial impact of not running the course at all (on the basis of what would be done instead if the course was not run). |  |
| **4.2 Criterion Two: Completion rate meets or exceeds the sector rate** | |
| *Where the course is part of a qualification at levels 3-8 on the New Zealand Qualifications Framework (NZQF) that has been delivered previously, the qualification has a completion rate that meets or exceeds the median performance benchmark for that NZQF level in the previous year.* | |
| Complete the financial data template in relation to qualification completion rates for either 2019 or 2021 (whichever is higher). |  |
| **4.3 Criterion Three: The course is in some way unique or special** | |
| *The TEO can demonstrate that the course is in some way unique or special, for example, that there are no or very few similar courses to compare fees with.* | |
| What is unique or special about the course? |  |
| Provide evidence that demonstrates the course(s) uniqueness or scarcity of national or alternative regional provision. *(Evidence can be attached as required)* |  |
| What is the evidence that it is required by local employers and other stakeholders? |  |
| What will be the likely impact if the course is not able to be offered? |  |
| What alternatives are there if the course was not able to be offered? |  |
| **4.4 Criterion Four: Aligned to government priorities** | |
| *The course is aligned to Government’s priorities, as set out in the Tertiary Education Strategy (TES).*  A case must be made under one or more of the following priorities, as appropriate:   * Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying. * Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures. * Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs. * Ensure every learner/ ākonga gains sound foundation skills, including language, literacy and numeracy. * Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning. * Develop staff to strengthen teaching, leadership and learner support capability across the education workforce. * Collaborate with industries and employers to ensure learners/ ākonga have the skills, knowledge and pathways to succeed in work. * Enhance the contribution of research and mātauranga Māori in addressing local and global challenges. | |
| How is the course aligned to Government’s priorities, as set out in the TES? |  |
| How will you ensure that fees increased higher than the 2.75% will not negatively impact on any aspects of the TES? |  |

1. **Coping strategies if exception application not accepted**

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| Please provide a brief business case outlining coping strategies should your application not be granted all necessary supporting information |  |

1. **Declaration**

Note: electronic signatures are acceptable.

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| **5.1 Declaration** | |
| * This application has been approved by the Council of the Tertiary Education Institution, or the Chief Executive or Board of the PTE, or a designated authority on their behalf. * I declare that to the best of my knowledge the information given in this application form is true and correct. | |
| Name |  |
| Position |  |
| Date |  |
| Signature |  |

1. Attach documentation showing this has been communicated. [↑](#footnote-ref-1)
2. You can refer to [Which Course Where](http://www.whichcoursewhere.govt.nz/) for comparisons. [↑](#footnote-ref-2)