



# Fees Free All Enrolments and Costs Return Guide

The 'Fees Free All Enrolments and Costs' return collects data on your enrolled Fees Free learners. The Tertiary Education Commission (TEC) uses the data to calculate the payments we will make to you for your learners, and to monitor learners' Fees Free entitlement use. The guide is intended to help you correctly submit your monthly 'Fees Free All Enrolments and Costs' returns.

## What is the 'Fees Free All Enrolments and Costs' return?

Each month, we provide a blank 'Fees Free All Enrolments and Costs' template to you on Workspace 2. The template needs to be completed and submitted back to us using Workspace 2.

The template must include:

- › **All Fees Free eligible learners enrolled in your organisation for the calendar year-to-date, including:**
  - learners with the status 'Yes' (Y), '2018 Starter' (8), '2019 Starter' (9), '2020 Starter' (0), and '2021 Starter' (1)
  - learners with these statuses who have remaining Fees Free entitlement. You do not need to include learners who have used their full Fees Free entitlement in a previous calendar year.
- › **All Fees Free eligible course enrolments with a 2022 start date, including:**
  - courses with no tuition fees or compulsory course costs. Please note we need to collect the rest of the course information, even if no payment is required.

## Step One: Filling in the 'Fees Free All Enrolments and Costs' return

- › Enter one row **for each course** a learner is enrolled in, and
- › Enter a separate row **for each Compulsory Student Services Fee (CSSF)** charged to a learner.

## Reporting Enrolment Information

### National Student Number (mandatory for all rows)

- › Enter a valid National Student Number (NSN) for each eligible learner enrolled in a Fees Free eligible course at any point in 2022.
- › Create a separate row for each course the learner is enrolled in, as well as for CSSF.

### Key notes:

- Eligible students have the status 'Yes' (Y), '2018 Starter' (8), '2019 Starter' (9), '2020 Starter' (0) and '2021 Starter' (1).
- Learner eligibility can change daily so **you need to check the eligibility status of all of your learners** at the start of each reporting round.

- A blank cell or invalid NSN will cause a validation error on submission.

### **Non-Standard Fees (mandatory for all rows)**

Select an option from the dropdown box:

- › **No:** This indicates that the fees and EFTS are standard values. When this option is selected, the values that are entered in the EFTS and fee columns must align to STEO (Services for Tertiary Education Organisations).
- › **RPL:** This indicates the learner has non-standard fees or EFTS due to Recognition of Prior Learning (RPL).
- › **STP:** This indicates a course has been undertaken as part of the learner's school learning programme or secondary-tertiary programme (STP).
- › **REF:** This indicates that a course has been funded by the Refugee English Fund (REF).
- › **Other:** This indicates non-standard fees or EFTS for other reasons, such as withdrawals.

#### Key notes:

- A cell with a value other than No, RPL, STP, REF or Other will cause a **validation error** on submission.

### **Qualification Code (mandatory for all rows)**

- › Enter the Qualification Code for the learner's intended qualification or training scheme.
- › This must be the same Qualification Code as reported in the Single Data Return (SDR).

#### Key notes:

- The format of the qualification code must match the format of the code in STEO (e.g 'ABC123' will fail validation if the qualification is 'ABC-123' in STEO).

### **Reporting Course Enrolments**

#### **Course Code (mandatory for all rows)**

- › Enter the Course Code for each course the learner has enrolled in.
- › This must be the same Course Code as reported in the SDR.

#### Key notes:

- The format of the course code must match the format of the code in STEO (e.g 'XYZ123' will fail validation if the qualification is 'XYZ-123' in STEO).

#### **Course Start Date (mandatory for all rows)**

- › Enter the learner's Course Start Date (DD/MM/YYYY).
- › This must be the same Course Start Date as reported in the SDR.
- › The course must start in 2022.

#### **Course End Date (mandatory for all rows)**

- › Enter the learner's Course End Date (DD/MM/YYYY).
- › This must be the same Course End Date as reported in the SDR.
- › The course end date can be during or after 2022.

#### Key notes:

- If the Course End Date is before the Course Start Date then this will cause a validation error on submission.

## Student Course Withdrawal Date

- › When applicable, enter the date the learner withdrew from the course (DD/MM/YYYY).
- › Enter the actual date the learner withdrew from the course.
- › This must be the same date as reported in the SDR.
- › The Student Course Withdrawal Date must be after 01/01/2018.

### Key notes:

- Only complete this field for learners who have withdrawn from this particular course, otherwise this field must be left blank.
- Depending on the date entered, you may need to adjust other cells in the row. See [Appendix 1: How to Report Learner Withdrawals](#) for more information.

## Course EFTS Factor (mandatory for all rows)

- › Enter the total Equivalent Full Time Students (EFTS) undertaken by the learner for this course.
- › The value entered must match the course EFTS in STEO. This will be rounded to four decimal places.
- › If the learner withdraws from a course with (or has undertaken) fewer EFTS than reported in STEO, you must report the actual EFTS they are doing. In this case, you will need to change the value in the Non-Standard Fees column.

## Source of Funding (mandatory for all rows)

- › Select from the dropdown menu the Source of Funding (SoF) that relates to the learner's enrolment.
- › This must be the same SoF code as reported in the SDR.
- › In 2022, Fees Free eligible SoF codes are 01, 31 and (for some TEOs only) 03.
- › If the learner has withdrawn before TEC funding can be claimed, you should use SoF code 31. This includes learners who have withdrawn in the withdrawal period if you are retaining any fees relating to this course. See [Appendix 1: How to Report Learner Withdrawals](#) for more information.

### Key notes:

- SoF codes are two digits (e.g. 01). An invalid SoF code will cause a validation error on submission.

## Course Tuition Fee (GST Exclusive \$) (mandatory for all rows)

- › Enter the Course Tuition Fee (excluding GST) that you are charging the learner for this course.
- › Format the fee to two decimal places.
- › The fee must be set at the same value as you charge a Fees Free ineligible learner in the same circumstances.
- › If there is no tuition fee, enter 0.00.

### Key notes:

- The combined total of the Course Tuition Fee (GST Exclusive \$) and the GST Charged on the Course Tuition Fee cannot exceed the value entered in STEO.
- Note that the value entered in STEO is inclusive of GST.

## GST Charged on the Course Tuition Fee (mandatory for all rows)

- › Enter the GST charged on the Course Tuition Fee (formatted to two decimal places).

- › If there is no tuition fee, enter 0.00.
- › There is a GST rounding tolerance of 1 cent only.

### **Compulsory Course Costs Fee (GST Exclusive \$) (mandatory for all rows)**

- › Enter the total of the Compulsory Course Costs (excluding GST) that you are charging the learner for this course (formatted to two decimal places).
- › This fee must be set at the same value as you charge a Fees Free ineligible learner in the same circumstances.
- › If there are no Compulsory Course Costs, enter 0.00.

#### Key notes:

- Compulsory Course Costs include examination fees, material charges, costs of field trips, costs associated with the compulsory purchase of equipment or books through a provider, and other charges associated with a course.
- The combined total of the Compulsory Course Costs Fee (GST Exclusive \$) and the GST Charged on the Compulsory Course Costs Fee cannot exceed the value entered in STEO.
- Note that the value entered in STEO is inclusive of GST.

### **GST Charged on the Compulsory Course Costs Fee (mandatory for all rows)**

- › Enter the GST charged on the Compulsory Course Costs Fee (formatted to two decimal places).
- › If there are no Compulsory Course Costs, enter 0.00.
- › There is a GST rounding tolerance of 1 cent only.

## **Reporting Compulsory Student Services Fees**

### **Course Start Date (mandatory for all rows)**

- › Enter the date the CSSF applies from.
- › This date must be in 2022.

### **Fee Code (mandatory for all rows)**

- › Enter the CSSF Code you use. This will usually be the code that would appear on the student invoice as per your general ledger.
- › If there are multiple fees, please create a new row for each fee.

### **Fee Description (mandatory for all rows)**

- › Enter the Fee Description you use. This describes what the fee relates to – this will usually be the description that would appear on the student invoice as per your general ledger.

### **Compulsory Student Services Fee (mandatory for all rows)**

- › Select a CSSF indicator from the dropdown box (Y/N).
- › Yes (Y) indicates that this is a CSSF

#### Key notes:

- CSSFs can support the delivery of student services, including advocacy and legal advice; careers information, advice and guidance; counselling services; employment information; financial

support and advice; health services; media; childcare services; clubs and societies; and sports, recreation and cultural activities.

- By selecting Yes (Y) you have attested that the CSSF is the fee specified by you in accordance with section 257 or 360 of the Education and Training Act 2020 and is compliant with the Ministerial Direction on Compulsory Student Services Fees.
- If we determine that you have not complied with the Ministerial Direction or that the fee is not in accordance with section 257 or 360 of the Education and Training Act, we will not cover this amount.

### **Student Services Fee (GST Exclusive \$) (mandatory for all rows)**

- › Enter the Student Services Fee (excluding GST), formatted to two decimal places.
- › If there are no CSSFs, enter 0.00.

### **GST charges on the Student Services Fee (mandatory for all rows)**

- › Enter the GST charged on the Student Services Fee, formatted to two decimal places.
- › If there are no CSSFs, enter 0.00.
- › There is a GST rounding tolerance of 1 cent only.

### **Any Explanatory Comments**

- › This cell is a free text box where you can enter any additional comments for your own use.
- › Please note that the tool we use to validate returns does not read these comments.

## **Step Two: Submitting the ‘Fees Free All Enrolments and Costs’ return**

- › Load your completed ‘Fees Free All Enrolments and Costs’ return into Workspace 2 and submit it back to us **by the due date each month**.
- › Check Workspace 2 approximately 15 minutes after submitting your report. This is to **check that your return has submitted correctly**.
- › If it has not been submitted correctly, there will be a ‘**Validation Result**’ document in your Workspace 2. This will indicate the cells that need to be fixed.

#### Key notes:

- Note: If you have not enrolled any Fees Free eligible learners in the 2022 calendar year, **you need to submit the return** back to us as a **blank template**.

If you would like support in completing your return by the due date, please contact us on 0800 601 301 or [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

## **Step Three: What Happens Next?**

We’ll validate the information you submit and (within a few weeks) provide you with two reports in Workspace 2:

- › **‘Fees Free All Enrolments and Costs Data Validation’ report**  
This report shows you if there are any errors in your return, and which cells they are in. We can only allocate Fees Free for rows that have passed validation. For this reason, it’s important that you read this report and fix any errors in your following month’s ‘All Enrolments and Costs’ return.
- › **‘Fees Free Multiple Providers and Cap Limit’ report**

This report tells you how much we've allocated to you per learner. This allocation can change month to month, depending on how much entitlement a learner has remaining and whether they are enrolled with multiple providers. Errors in your 'All Enrolments and Costs' return will also impact a learner's Fees Free allocation.

## Payments

We make bulk payments on defined dates throughout the year to cover the estimated cost of Fees Free learner enrolments at your organisation.

**For most tertiary education organisations**, payments are based on:

- › each organisation's fees data in STEO; and
- › their historic delivery volumes and funding allocations.

Payment schedules can be found in the My Allocations and Payments app in [Ngā Kete](#).

Bulk payments are reconciled with actual delivery data during the year and adjustments are made to future payments if needed.

# Appendix 1: How to Report Learner Withdrawals

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Your existing withdrawal and refund policies should be applied to all learners, regardless of whether they are receiving Fees Free or not. The [Education and Training Act 2020](#) sets some basic parameters for withdrawals and refunds.

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## Learners who withdraw and use no EFTS or dollars do not need to be included in your 'Fees Free All Enrolments and Costs' return

If a learner completely withdraws from study and has used no EFTS or dollars, they are not considered to have used Fees Free entitlement. This includes when the learner:

- › withdraws before their start date
- › withdraws within the withdrawal period, or
- › withdraws under exceptional circumstances and is entitled to a full refund and has used no EFTS.

This means:

- › If the learner enrolls in subsequent tertiary study they will be assessed for eligibility at their new course start date.
- › If they choose to study in later years, the Fees Free eligibility criteria and entitlement use settings at that time will apply.

## Learners who withdraw and use EFTS and/or dollars need to be included in your 'Fees Free All Enrolments and Costs' return

You should fill in all mandatory fields for the learner's courses, including the [Student Course Withdrawal Date](#) field.

However, the values you need to enter in some fields differ depending on the circumstances of the learner's withdrawal.

**The following pages show how to report learner withdrawals in different circumstances. Please note that Private Training Establishments (PTEs) and Tertiary Education Institutions (TEIs) have different rules for withdrawals.**

## Private Training Establishments

PTEs	Withdrawal date (from programme start date)											
	Scenario One				Scenario Two				Scenario Three			
	Less than 8 days				8 days or more, charging non-standard EFTS and/or \$				8 days or more, charging standard EFTS and/or \$			
	Non Standard Fee	EFTS	SoF	Fees	Non Standard Fee	EFTS	SoF	Fees	Non Standard Fee	EFTS	SoF	Fees
	Other	0.0000	31	≤ \$500 or 10%*	Other	≤ STEO	Standard	≤ STEO	No	Standard	Standard	≤ STEO

\*PTEs can charge up to \$500 or 10% of the total programme fee, whichever is less. This fee must be entered on one line only. Splitting this fee across multiple lines will cause the validation to automatically assume you are charging multiple fees, even if the total is not more than \$500 or 10% of the total programme fee. This will cause errors on all lines.

### Applying different PTE scenarios

Course: XYZ123  
 Standard EFTS: 0.1250 EFTS  
 Standard Course Tuition Fee: \$1,000.00 (GST inclusive)  
 Standard Compulsory Course Costs: \$100.00 (GST inclusive)

#### Scenario One:

The learner has withdrawn within eight days of the programme start date. They can be charged up to \$500 or 10% of the total programme fee, whichever is less. This learner has been charged \$500, which has been entered on only one of the learner's courses. The other courses have \$0.00 fees.

National Student Number	Non-Standard Fee	Qualification Code	Course Code	Course Start Date	Course End Date	Student Course Withdrawal Date	Course EFTS Factor	Source of Funding	Course Tuition Fee (GST Exclusive \$)	GST charged on the Course Tuition Fee	Compulsory Course Costs Fee (GST Exclusive \$)	GST charged on the Compulsory Course Costs Fee
123456789	Other	ABC123	XYZ123	14/02/2022	15/06/2022	18/02/2022	0.0000	31	434.78	65.22	0.00	0.00

#### Scenario Two:

The learner has withdrawn outside of the eight-day period; however, they have only been charged half fees and EFTS on compassionate grounds.

National Student Number	Non-Standard Fee	Qualification Code	Course Code	Course Start Date	Course End Date	Student Course Withdrawal Date	Course EFTS Factor	Source of Funding	Course Tuition Fee (GST Exclusive \$)	GST charged on the Course Tuition Fee	Compulsory Course Costs Fee (GST Exclusive \$)	GST charged on the Compulsory Course Costs Fee
123456789	Other	ABC123	XYZ123	14/02/2022	15/06/2022	22/05/2022	0.0625	01	434.78	65.22	43.48	6.52



**Scenario Three:**

The learner has withdrawn outside of the eight-day period and has been charged the full fees and EFTS.

National Student Number	Non-Standard Fee	Qualification Code	Course Code	Course Start Date	Course End Date	Student Course Withdrawal Date	Course EFTS Factor	Source of Funding	Course Tuition Fee (GST Exclusive \$)	GST charged on the Course Tuition Fee	Compulsory Course Costs Fee (GST Exclusive \$)	GST charged on the Compulsory Course Costs Fee
123456789	No	ABC123	XYZ123	14/02/2022	15/06/2022	22/05/2022	0.1250	01	869.57	130.43	86.96	13.04

## Tertiary Education Institutions

TEIs	Withdrawal date (from individual course start date)											
	Scenario Four				Scenario Five				Scenario Six			
	Less than 10% or one month, whichever is earlier				More than 10% or one month, charging non-standard EFTS and/or \$				More than 10% or one month, charging standard EFTS and/or \$			
	Non Standard Fee	EFTS	SoF	Fees	Non Standard Fee	EFTS	SoF	Fees	Non Standard Fee	EFTS	SoF	Fees
	Other	0.0000	31	0.00	Other	≤ STEO	Standard	≤ STEO	No	Standard	Standard	≤ STEO

### Applying different TEI scenarios

Course: XYZ123  
 Standard EFTS: 0.1250 EFTS  
 Standard Course Tuition Fee: \$1,000.00 (GST inclusive)  
 Standard Compulsory Course Costs: \$100.00 (GST inclusive)

### Scenario Four:

Learner has withdrawn within 10% or one month of the course start date (whichever is earlier). The learner cannot be charged any fees.

National Student Number	Non-Standard Fee	Qualification Code	Course Code	Course Start Date	Course End Date	Student Course Withdrawal Date	Course EFTS Factor	Source of Funding	Course Tuition Fee (GST Exclusive \$)	GST charged on the Course Tuition Fee	Compulsory Course Costs Fee (GST Exclusive \$)	GST charged on the Compulsory Course Costs Fee
123456789	Other	ABC123	XYZ123	14/02/2022	15/06/2022	18/02/2022	0.0000	31	0.00	0.00	0.00	0.00

**Scenario Five:**

The learner has withdrawn outside of 10% or one month of the course start date; however, they have only been charged half fees and EFTS on compassionate grounds.

National Student Number	Non-Standard Fee	Qualification Code	Course Code	Course Start Date	Course End Date	Student Course Withdrawal Date	Course EFTS Factor	Source of Funding	Course Tuition Fee (GST Exclusive \$)	GST charged on the Course Tuition Fee	Compulsory Course Costs Fee (GST Exclusive \$)	GST charged on the Compulsory Course Costs Fee
123456789	Other	ABC123	XYZ123	14/02/2022	15/06/2022	22/05/2022	0.0625	01	434.78	65.22	43.48	6.52

**Scenario Six:**

The learner has withdrawn outside of 10% or one month of the course start date and has been charged the full fees and EFTS.

National Student Number	Non-Standard Fee	Qualification Code	Course Code	Course Start Date	Course End Date	Student Course Withdrawal Date	Course EFTS Factor	Source of Funding	Course Tuition Fee (GST Exclusive \$)	GST charged on the Course Tuition Fee	Compulsory Course Costs Fee (GST Exclusive \$)	GST charged on the Compulsory Course Costs Fee
123456789	No	ABC123	XYZ123	14/02/2022	15/06/2022	22/05/2022	0.1250	01	869.57	130.43	86.96	13.04

## Appendix 2: Glossary

### **CSSFs (Compulsory Student Service Fees)**

Tertiary education organisations can charge domestic students a CSSF to help fund the costs of delivering student services. TEOs that charge a CSSF must comply with all aspects of the [Ministerial Direction on Compulsory Student Services Fees for 2019](#).

### **EFTS (Equivalent Full Time Student)**

Equivalent Full Time Student is a measure of consumption of education (or the size of a qualification in relation to workload).

One EFTS unit is defined as the learner workload that would normally be carried out in a single academic year (12-month period) by a learner enrolled full-time, and generally equates to 120 credits on the New Zealand Qualifications Framework (NZQF).

### **RPL (Recognition of Prior Learning)**

Recognition of Prior Learning is a process that involves formal assessment of a learner's relevant and current knowledge and skills (gained through prior learning) to determine achievement of learning outcomes of a qualification.

### **SDR (Single Data Return)**

An electronic collection of learner enrolment and completion information. The SDR is required by the Ministry of Education and the TEC for funding, monitoring performance, publishing performance information and statistical reporting purposes.

### **STEO (Services for Tertiary Education Organisations)**

A website (<https://applications.education.govt.nz/services-tertiary-education-organisations-steo>) managed by the MoE and the TEC for providing services to TEOs, including submitting the SDR, accessing the SDR Manual, and managing courses, qualifications and delivery sites on the Course Register and the Qualifications Register.

### **STP (Secondary-Tertiary Programmes)**

A full-time programme for a participating student that consists of a secondary component and a tertiary component, and is coordinated by a provider.

For the purposes of Fees Free, STP also includes school learning programmes. A school learning programme is any study at level 3 or above on the NZQF that a learner participates in while enrolled in school where the school has approved that participation.

### **Workspace 2**

A secure online tool to enable electronic transactions between TEOs and the TEC. Workspace 2 allows the TEC to collect TEO data securely and automate the transfer of TEO data straight into the TEC data warehouse.