



Fees Free Work-based Learning Remittance Guide - 2025

This document provides an overview of the *Fees Free Work-based Learning Remittances*, including the purpose, an explanation of the columns, and possible validation results.

Purpose

The *Fees Free Work-based Learning Remittance* report helps you to correctly allocate payments for Fees Free eligible learners. It also identifies where there are issues with the data submitted, resulting in ineligible claims.

The report is provisioned to Workspace 2

The report will only be provisioned if you have reported learners in your *Fees Free Programmes and Fees* return that month.

Please note:

- › The *Fees Free Work-based Learning Remittance* is based on your most recent *Fees Free Programmes and Fees* return and is only for the current month's invoice.
- › We have used the data submitted in the Industry Training Register (ITR) and your *Fees Free Schedule of Fees* to validate the enrolment and fee data you have submitted.
- › The *Fees Free Work-based Learning Remittance* shows our payment liability to you in relation to Fees Free eligible learners. The report doesn't change the terms and conditions of payment as set out in your Fees Free agreement.
- › The amount in your *Fees Free Work-based Learning Remittance* will be used to make payments to you for your work-based learners each calendar month.
- › Any corrections or adjustments should be made in your next *Fees Free Programmes and Fees* return.

Understanding the *Fees Free Work-based Learning Remittance* by column

National Student Number

The National Student Number (NSN) is a unique number given to every learner.

This column lists the NSNs reported by you in your recent *Fees Free Programmes and Fees* return.

Source Enrolment ID

The Source Enrolment ID is a unique alphanumeric identifier given to the specific combination of learner, employer, and programme. The same Source Enrolment IDs should be used in your ITR and Fees Free return.

This column lists the Source Enrolment ID reported by you in your recent *Fees Free Programmes and Fees* return.

Fees Reported By You Excluding GST

The total amount of fees reported by you for this learner in the most recent month's *Fees Free Programmes and Fees* return.

| Value | Meaning |
|------------------------------|--|
| Fee amount in dollars | The total amount of fees reported by you for this learner in the most recent month's <i>Fees Free Programmes and Fees</i> return. Some of these fees may not be eligible for Fees Free payments. This amount is GST exclusive. |

Fees Reported By You Including GST

The total amount of fees reported by you for this learner in the most recent month's *Fees Free Programmes and Fees* return.

| Value | Meaning |
|------------------------------|--|
| Fee amount in dollars | The total amount of fees reported by you for this learner in the most recent month's <i>Fees Free Programmes and Fees</i> return. Some of these fees may not be eligible for Fees Free payments. This amount is GST inclusive. |

Fees Free Payment Excluding GST

The total amount of Fees Free payments we've allocated to you for the learner following validation checks.

| Value | Meaning |
|---------------------|---|
| Number value | The amount of our payment liability for this learner. This amount is GST exclusive. |

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|------------------|---|
| | <p>Note:</p> <ul style="list-style-type: none"> › This value may be limited by the learner's remaining Fees Free entitlement, errors in the data submitted, or learner eligibility. |
| Blank (-) | <p>Either:</p> <ul style="list-style-type: none"> › If any of the following information contained in your <i>Fees Free Programmes and Fees</i> return fail validation across your total submission for an individual learner (National Student Number, Source Enrolment ID or Programme Code), or › The learner fully consumed their Fees Free entitlement prior to this reporting period, or › The learner is not eligible for Fees Free. |

Fees Free Payment Including GST

The total amount of Fees Free payments we've allocated to you for the learner following validation checks.

| Value | Meaning |
|---------------------|---|
| Number value | <p>The amount of our payment liability for this learner. This amount is GST inclusive.</p> <p>Note:</p> <ul style="list-style-type: none"> › This value may be limited by the learner's remaining Fees Free entitlement, errors in the data submitted, or learner eligibility. |
| Blank (-) | <p>Either:</p> <ul style="list-style-type: none"> › If any of the following information contained in your <i>Fees Free Programmes and Fees</i> return fail validation across your total submission for an individual learner (National Student Number, Source Enrolment ID or Programme Code), or › The learner fully consumed their Fees Free entitlement prior to this reporting period, or › The learner is not eligible for Fees Free. |

Comments

The comments offer explanation on why we have paid the amount indicated. More than one comment may be included if applicable.

| Value | Meaning |
|--|--|
| This learner does not have an eligible Eligibility Status | The learner was not eligible for Fees Free at the reporting date. |
| This learner's Source Enrolment ID does not exist between the start and end month | This learner and Source Enrolment ID combination is present in the ITR, but the ITR does not record the combination as existing between the start and end dates you have provided. |
| This Source Enrolment ID was not active in the period between start month and end month | This learner and Source Enrolment ID combination is present in the ITR, but the ITR does not record the enrolment as 'Active' or 'Grace' between the start and end dates you have provided. |
| The Unique ID does not exist in the Schedule of Fees | The Unique ID provided does not match any Unique IDs listed in your Schedule of Fees. |
| The programmes entered do not relate to this Unique ID in the Schedule of Fees | This programme and/or programme version does not match this Unique ID in your Schedule of Fees. |
| The fee value you have entered is more than the maximum value given in the Schedule of Fees | Your Schedule of Fees, which indicates the maximum value you charge for this programme, is less than what you are requesting. |
| This refund is for a fee that has not been paid for previously | You have not submitted an invoice for this amount previously or where a charge has been previously invoiced we have not validated and allocated Fees Free payments for it. Check that the refund has been submitted against the same programme, programme version, and Source Enrolment ID as the original charge. |
| The refund value you have entered is more than the amount paid | You have submitted a refund that is more than the amount originally paid for this learner's enrolment in that reporting period. The refund amount has been reduced to match the amount paid. |
| Programme course credits are less than 120 credits | This programme does not meet the Fees Free criteria of comprising of at least 120 credits, and therefore is not eligible for Fees Free. |
| No record of this programme course number and version | The ITR does not have record of and enrolment in this programme number and version at the time of validation. |
| Programme number does not match the Source Enrolment ID | The programme number submitted does not match the programme number associated with this Source Enrolment ID. |

| | |
|--|--|
| The NSN does not match the Source Enrolment ID | The NSN submitted does not match the NSN associated with this Source Enrolment ID. |
| The Source Enrolment ID could not be found - Fund Code Unknown | The Source Enrolment ID could not be found in the ITR. |
| This learner consumed their entitlement | The learner was determined to be eligible for Fees Free and has already consumed their full Fees Free entitlement. This may have been undertaken in either provider-based study or work-based learning. |
| This learner has now undertaken 24 months funded work-based learning | Based on the total reported months of study reported, this learner has reached or exceeded 24 months of funded work-based learning. |
| This learner will have undertaken 24 months funded work-based learning during the invoiced period | Based on the total reported months of study reported, this learner will reach or exceed 24 months of funded work-based learning during the period you have reported. The fee has been reduced to cover the learner's remaining entitlement only. |
| This is an identical/duplicate data entry | The fee for this reporting period has been entered more than once in this month's reporting round. Duplicated fees have not been covered. |
| This amount has already been validated and/or paid | <p>The fee for this reporting period has already been submitted for this learner's enrolment in a previous reporting round. Either:</p> <ul style="list-style-type: none"> > We have already paid for this fee, or > We have not paid or partially paid this fee and have indicated the reason in a previous remittance report. |
| This programme is not covered by first-year transition rules in 2025 | <p>The first-year Fees Free policy is ending. Learners may only access any remaining entitlement in 2025 if they meet the first-year transition rules.</p> <p>This learner was not using Fees Free in 2024, or was not enrolled in this programme in 2024, therefore the enrolment does not meet the transition rules.</p> |
| This learner has been given partial allocation to cover training until 31 December 2025 only | <p>The first-year Fees Free policy is ending. Fees Free will only cover fees up to 31 December 2025.</p> <p>The reporting period for this fee ends after 31 December 2025, and the fee amount has been portioned to cover fees up to 31 December 2025 only.</p> |
| The allocation has been adjusted due to the learner's specific circumstances | The learner's allocation has been manually adjusted due to circumstances unique to the learner. This means we may have allocated more or less than expected. |