

Ministerial Direction on Compulsory Student Services Fees for 2019

Pursuant to sections 227A(1) and 235D(1) of the Education Act 1989, I give the following direction to institutions and private training establishments (together referred to in this direction as "providers"):

1. **Objective** – The objective of the direction is to ensure accountability in the use of compulsory fees for student services.
2. **Coverage** – All providers that charge compulsory student services fees to domestic students must comply with the provisions of this direction.
3. **Effective date** – Providers must give effect to this direction as soon as reasonably practicable after **1 August 2019**.
4. **Decision-making** – Providers must establish adequate arrangements for decisions to be made jointly, or in consultation with the students enrolled at the provider, or their representatives, on the following matters:
 - (a) The maximum amount that students will be charged for student services and, if applicable, the maximum amount that will be charged to different categories of students (for example part-time students or distance students) or to students studying on different campuses of a provider; and
 - (b) the types of services to be delivered (within the categories set out under paragraph 9 of this direction); and
 - (c) the procurement of these services; and
 - (d) the method for authorising expenditure on these services.
5. **Accounting for the use of compulsory student services fees** – Providers must either hold compulsory student services fees in a separate bank account, or ensure that all income and expenditure associated with the provision of such services is separately accounted for in the provider's accounting system.
6. **Reporting on compulsory student services fees** – Institutions must provide information on compulsory student services fees through their annual report, or in the case of registered private training establishments, through a written report to students. Institutions and registered private training establishments must include the following information in their annual report or written report to students:
 - (a) a description of each type of service than has been funded out of the compulsory student services fee; and
 - (b) a statement of the fee income and expenditure for each type of student service; and
 - (c) the compulsory student services fee charged per equivalent full-time student and, if applicable, the amount charged per equivalent full-time student to different categories of students or to students studying on different campuses of a provider; and
 - (d) a statement describing how the provider is complying with the accounting requirements of the direction specified in paragraph 5.
7. **Private training establishment's written reports to students** – Registered private training establishments charging the compulsory student service fee must provide to the Tertiary Education Commission a copy of the report that is provided to students. A copy of the report must be sent either:
 - (a) by post to:

Compulsory Student Services Fee Submissions
Monitoring and Crown Ownership
The Tertiary Education Commission
PO Box 27048, Wellington 6141

(b) or by email to: cssf@tec.govt.nz

8. **Publishing information online** – Providers charging compulsory student services fees must, as soon as reasonably practicable each year, publish the following information clearly and in an accessible location on their website:
- (a) the compulsory student services fee charged per equivalent full-time student and, if applicable, the amount charged per equivalent full-time student to different categories of students or to students studying on different campuses of a provider; and
 - (b) a description of the arrangements that the provider established for decisions to be made jointly or in consultation with students or their representatives on matters related to the current year's compulsory student services fee, in accordance with paragraph 4; and
 - (c) a description of how students can be involved in compulsory student services fee joint decision making or consultation for the following year, in accordance with paragraph 4.
9. **Categories of student services** – Providers may charge compulsory student services fees to support the delivery of the following categories of services:
- (a) *Advocacy and legal advice* – Advocating on behalf of individual students and groups of students, and providing independent support to resolve problems. This includes advocacy and legal advice relating to accommodation.
 - (b) *Careers information, advice and guidance* – Supporting students' transition into post-study employment.
 - (c) *Counselling services* – Providing counselling and pastoral care, such as chaplains.
 - (d) *Employment information* – Providing information about employment opportunities for students while they are studying.
 - (e) *Financial support and advice* – Providing hardship assistance and advice to students on financial issues.
 - (f) *Health services* – Providing health care and related welfare services.
 - (g) *Media* – Supporting the production and dissemination of information by students to students, including newspapers, radio, television and internet-based media.
 - (h) *Childcare services* – Providing affordable childcare services while parents are studying.
 - (i) *Clubs and societies* – Supporting student clubs and societies, including through the provision of administrative support and facilities for clubs and societies.
 - (j) *Sports, recreation and cultural activities* – Providing sports, recreation and cultural activities for students.



31, 7, 19

HON CHRIS HIPKINS, Minister of Education.