



Kia ora!

Welcome to the fees-free newsletter for April, 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.

Please read – Important – We've identified an issue with the fees-free eligibility files

Issue

We've identified a problem with the Fees-Free Eligibility files released on Workspace 2 on **Wednesday 10 and Thursday 11 April, 2019**.

In these files, all learners that had their eligibility status changed as part of the statutory declaration process had their eligibility reset to 'Unknown'.

What you need to do

- If you downloaded any of the Fees Free Eligibility files from Workspace 2 on April 10 or 11 – **please delete these**.
- The corrected versions of the Eligibility files are now available on Workspace 2.

Our next update will be tomorrow

Providers

We'll include up-to-date information in the email which is sent notifying you that the April *Fees Free All*

Enrolments and Costs template has been provisioned to your Workspace 2.

Industry training organisations

We'll send you an email tomorrow with up-to-date information.

Fees Free website – the 2018 study/training year option has been removed

Learners can now only select 2019 as the year they are wanting to study or train.

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'll identify this and work with you to address this.

New Fees Free tool for NZQA's Learner Login

Together with the New Zealand Qualifications Authority (NZQA), we've developed a new tool for fees-free eligibility information, available through NZQA's secure [Learner Login](#). This will allow those accessing the Learner Login to quickly check whether or not they can get fees-free and get directed to further information as needed, rather than accessing a separate website. The tool is operational and available for learners to check their eligibility now.

Invoicing eligible learners

Tertiary education institutions (TEIs)

While you're able to invoice learners with a 2019 'Yes' or '2018 Starter' eligibility status, you're **not** able to request payment from them where they have fees-free entitlement remaining. 2018 Starters will have fees-free entitlement remaining if they undertook less than one equivalent full-time student (EFTS) and less than \$12,000 (including GST) in the 2018 calendar year.

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.

Private training establishments (PTEs)

Please note, you can't invoice learners as we're paying you in lieu of the fees you would have charged eligible learners.

Check out our information resources on carryover

For general information about carryover, refer to the info sheet [Carryover settings for 2019](#).

For guidance on how check the amount of fees-free allocated to each learner, refer to the info sheet [How to check the amount of fees-free allocated to each learner](#).

Compulsory student services fees (CSSFs) – 2018 report due

The [Ministerial Direction on Compulsory Student Services Fees](#) requires tertiary education organisations (TEOs) that charge any CSSFs to report on them annually.

- **TEIs** must provide information on CSSFs through their Annual Report.
- **PTEs** must provide information on CSSFs through a written report to their students and the TEC.
Please send to the email address cssf@tec.govt.nz

As part of fees-free reporting to the TEC, TEOs are required to self-attest that they comply with the CSSF Ministerial Direction. We review each CSSF to verify whether they comply with the Ministerial Direction. This is particularly important as we won't make fees-free payments for CSSFs that relate to eligible learners if you are not compliant with the Ministerial Direction. To ensure your fees-free payments run smoothly, please submit your current CSSF report.

What fees-free covers – providers

Fees-free covers the following fees:

1. **compulsory tuition fees**, and
2. **compulsory course costs**, which may only include:
 - examination fees, and
 - material charges, and
 - costs of field trips, and
 - costs associated with the compulsory purchase of equipment or books through the TEO with which the learner is enrolled, and
 - other charges associated with a course, and
3. **compulsory student services fees** (CSSF).

Any fee that is not classified as one of the above, including programme fees, are *not* covered by fees-free.

We'll only pay for compulsory tuition fees and compulsory course costs if:

1. the fee charged by you is equal to, or less than, the fee that is recorded in Services for Tertiary Education Organisations (STEO), and
2. you charge that fee to every learner in the same circumstances (whether or not they are eligible for fees-free) who is enrolled in the same course, and
3. the fees comply with the [Annual Maximum Fee Movement](#) requirements.

We'll only pay for a CSSF if:

1. that fee is specified on your website in accordance with the Education Act 1989, and
2. is consistent with the [Ministerial Direction on Compulsory Student Services Fees](#).

Claiming fees for 2020 courses

Providers who have enrolments in programmes that cross calendar years (that is, a programme starts in 2019 and runs through to 2020) can only claim fees-free for courses that start in the **current calendar year**. Courses that start in 2020 can only be claimed in 2020. Eligible learners are able to carry forward remaining fees-free entitlement if they undertake less than one EFTS and use less than \$12,000 in 2019.

This is because the Minister has only given us delegation to pay fees for the current year. Fees-free has no delegation to pay programme-based fees, only course related fees (except CSSF which will be paid in the year they are applied).

The provider will be paid, by the end of the year, the full fee amount for any course starting in the calendar year regardless of the date at which the course finishes.

Reporting - providers

You're able to submit your *Fees Free All Enrolments and Costs* return on any date prior to the due date

The last day to submit your Fees Free return sees high volumes of traffic on Workspace 2. To reduce the time it takes to upload your return, we recommend uploading prior to the due date if possible.

Entering Compulsory Student Services Fees (CSSF) on separate lines

Currently, if you enter a CSSF on a separate line, that is, separate to a Course Code, you are not required to enter a Course Start Date for the CSSF.

We're working to improve our systems so that we can more easily identify and pay for a CSSF where a learner is eligible. Later this year, it will become mandatory for you to enter a value in the Course Start Date column when a CSSF is entered on a line without a Course Code. We strongly encourage you to start entering a date in now to ease the transition when it becomes compulsory.

The value should be **the date the CSSF applies from**. You're *not* required to enter a Course End Date.

We'll keep you updated prior to then, with reminders and further information.

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

12 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	Last date for April <i>Fees Free All Enrolments and Costs</i> return 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
12 June	June <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
13 June	Extract date for June <i>Fees Free All Enrolments and Costs</i> return
19 June	June <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
10 July	July <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
11 July	Extract date for July <i>Fees Free All Enrolments and Costs</i> return
17 July	July <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
8 August	August <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
9 August	Extract date for August <i>Fees Free All Enrolments and Costs</i> return
21 August	August <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 a **consolidated 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</i> template and invoice due to TEC by uploading to Workspace 2.
6 June	<i>Programmes and Fees</i> template and invoice due to TEC by uploading to Workspace 2.
4 July	<i>Programmes and Fees</i> template and invoice due to TEC by uploading to Workspace 2.
6 August	<i>Programmes and Fees</i> template and invoice 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