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## Kia ora!

Welcome to the first Fees Free Focus for 2021. We're excited for the new year and the possibilities it brings! We will continue to improve Fees Free and we look forward to working closely with you to achieve outcomes that will benefit yourselves and your learners.

Please encourage all those working on fees-free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates, tips and the monthly reporting schedule.

[Click here to subscribe](#)

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## Important Updates and Changes

### December Fees Free Returns

We're coming up to the deadlines for the submission of your December returns. These returns are the final opportunity you will have to report your fees-free learner enrolments for 1 January 2020 to 31 December 2020. The information is used to finalise learner entitlement use and your payments for the 2020 calendar year.

We can only include valid data in this final 2020 allocation. Please check your previous reports to identify any errors that you need to correct in your December submission. If you'd like any assistance, let us know and we'll be happy to help.

For providers, the Fees Free All Enrolments and Costs return is due by 20 January 2021. For Transitional Industry Training Organisations (ITOs), the Fees Free Programmes and Fees and Fees Free Schedule of Fees returns are due 14 January 2021.

To help providers with their reporting, we have run a second round of preliminary validations on 11 January for those who submitted their report early. We have given those providers a preliminary data validation report. This gives you the chance to check your report for validation errors and make any changes before the deadline on 20 January 2021.

### 2021 Fees Free Agreements

We expect to provide you with your Fees Free 2021 agreement by February 2021. To allow us to make payments to you in the interim, we may have sent you a variation letter that extends your existing Fees Free agreement. Thank you to those that have returned their signed variation letter already.

If your organisation has not yet returned your signed variation letter, please do so as soon as possible, to

enable us to begin making your 2021 payments.

Payments will be made according to your 2021 Fees Free indicative allocation, which is available on the Ngā Kete 'My Allocations and Payments' app.

TEOs on zero-based contracts will not have received a variation letter, as we expect to have the Fees Free 2021 agreements to you in time for the first 2021 reporting round.

### **Success Stories**

As we have previously mentioned, we produced [three new videos](#) featuring learners who benefitted from Fees Free. We are using these success stories for our ongoing campaign to encourage new learners to check their eligibility for Fees Free. You are welcome to forward these videos to your communications and marketing teams so that they can share these on your channels.

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## **Reporting Tips (Providers)**

It's important that the data you submit in your Fees Free return matches the data you submit in your final Single Data Return (SDR) for 2020. We will complete a reconciliation of the two reports to identify any missing enrolments, or mismatched course information. Enrolments that are not in your SDR cannot be covered in your final fees-free allocation for 2020, as we cannot confirm the funded enrolment. It is therefore vital that your reports are aligned on the following enrolment information:

- National Student Number
- Qualification Code
- Course Code
- Course Start Date
- Course End Date
- Source of Funding Code

In 2018 and 2019, we saw high numbers of eligible learners omitted from fees-free returns, which led to a prolonged wash up process. Please check the eligibility of all learners you have enrolled in fees-free eligible courses in 2020 and include all eligible learners in this final return. This includes enrolments in courses that already have zero fees.

You can check the eligibility of your learners by visiting the Notices Page on Workspace2, where you will find a list of all learners who were eligible for Fees Free in 2020 and have remaining fees-free entitlement.

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## **Reporting Tips (Transitional ITOs)**

Please check the eligibility of all learners you have enrolled in 2020, and include any enrolments that you have not yet reported in your December Programmes and Fees return. At the end of 2020 we provided Transitional ITOs with a list of eligible learners that may have been missed from fees-free reports throughout the year. If you received one of these lists and had charged any of the learner's fees throughout the year, you may need to submit them in your December return.

You can also check the eligibility of your learners by visiting the Notices Page on Workspace2, where you will find a list of all learners who were eligible for Fees Free in 2020 and have remaining fees-free entitlement.

Remember, your January Programmes and Fees return (due in February) should only include learners enrolled with your organisation in 2021. You should not include 2020 fees in this report.

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## January Reporting Schedule

### For providers

9 December 2020	<ul style="list-style-type: none"><li>December Fees Free All Enrolments and Costs template available via Workspace2</li></ul>
31 December 2020	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free All Enrolments and Costs return</li></ul>
20 January 2021	<ul style="list-style-type: none"><li>December Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2</li></ul>

### For transitional industry training organisations

31 December 2020	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free Programmes and Fees return</li></ul>
7 January 2021	<ul style="list-style-type: none"><li>December Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2</li></ul>
14 January 2021	<ul style="list-style-type: none"><li>December Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2</li></ul>

31 January 2021	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free Programmes and Fees return</li></ul>
1 February 2021	<ul style="list-style-type: none"><li>January Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2</li></ul>
4 February 2021	<ul style="list-style-type: none"><li>January Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2</li></ul>

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## Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) or 0800 601 301.

### Reporting information not reaching the right person?

Please email the Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz), if you need a staff member added, as a Fees Free data return contact, for your organisation. Please include their name, job title and email address. Your organisation can have more than one data return contact.

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