



Kia ora!

We're pleased to send you the Fees Free Focus for October.

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. If you've received this, you're already subscribed.

If you'd like to view the Fees Free newsletters from previous months, you can find them on the TEC website on the [Fees Free guidance page](#).

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Important Updates and Changes

November reporting round date changes due to Workspace 2 update

As you may be aware, we are building a new data exchange platform to improve the submission and collection of data you submit via Workspace 2 (WS2) and Services for Tertiary Education Organisations (STEO).

We will release WS2 on the new platform on Monday 22 November. While the look and feel will be slightly different, there will be no change to how you use it. To implement the update, **WS2 will be unavailable from 5:00 pm, Tuesday 16 November to 7:00 am, Monday 22 November**. You will not be able to access the site during this period – all documents will need to be checked in, and you will not be able to submit, check or change any data.

Those of you submitting All Enrolments and Costs returns will note that these dates coincide with the dates of the November Fees Free reporting round. Because of this, **we have changed the dates of the November reporting round, which will now be open from Monday 8 November to Monday 15 November**. This ensures that you will still have a full week to submit your return.

It is extremely important that reports are successfully submitted before WS2 becomes unavailable on Tuesday 16 November. We recommend submitting your return as early in the reporting round as possible, and checking back later on to make sure your return has been submitted successfully. As always, if you need any assistance submitting your return, please contact our Customer Contact Group on 0800 601 301 or customerservice@tec.govt.nz.

Those reporting industry training will be unaffected by the closure of WS2, and the dates of your reporting round will remain the same.

Fees Free eligible learners with an Unknown status in 2021

Last year we provided TEOs with a list of learners enrolled with their organisation in 2020 who were potentially eligible for Fees Free, but had an 'Unknown' eligibility status. We asked for your help to remind

these learners to check their eligibility for Fees Free, so that we could confirm their allocation for 2020 with you before the year ended and avoid retrospective changes as much as possible.

After receiving some feedback from TEOs we have made some changes to this process for 2021, by using more of the information already provided to us via the Single Data Return (SDR) to filter out learners not likely to meet the eligibility criteria. This means that our list of Unknown learners this year is more refined and targets those that are most likely to be eligible for Fees Free.

We will be sending out lists to relevant TEOs with further information and instructions in due course. We thank you in advance in supporting us with this proactive work.

COVID-19 and Fees Free

As indicated in last months' newsletter, we have now implemented an additional COVID-19 Blanket Withdrawal Period, which covers learner withdrawals between 17 August and 31 December 2021. You may have seen some changes to your allocations for September as a result of this.

You can find further information on the COVID-19 Blanket Withdrawal Period on the [TEC website](#). Learners with questions about their withdrawal can visit the COVID-19 FAQs on the [Fees Free website](#), or contact the Customer Contact Group on 0800 601 301 or customerservice@tec.govt.nz.

Fees Free 2022

Please note that the delegation for funding Fees Free for 2022 has not been provided to TEC. Until we receive this delegation, we're unable to confirm the eligibility criteria for 2022, and learners will not be able to check their eligibility for 2022 on the Fees Free website.

We'll inform TEOs as soon as we have further information. In the meantime, learners can contact us at customerservice@tec.govt.nz if they wish to be notified when the 2022 eligibility check is available.

Tips for Reporting Study

The most common errors we saw in the September reporting round were on EFTS against STEO. Here are some quick reminders for you:

- If a learner has withdrawn before their course or programme start date and is using no EFTS and no dollars, you do not need to report the enrolment to us.
- If you have indicated that the fees and EFTS are standard for an enrolment by entering 'No' in the Non-Standard Fee column, the EFTS you enter for that enrolment must match STEO (to four decimal places).
- You do not have to report full EFTS for a learner's enrolment in the Fees Free return if you do not wish them to use the full EFTS toward their entitlement. However, any time you are reporting EFTS and/or fees that are *not* the standard EFTS and/or fees for a course, you need to enter 'Other' in the Non-Standard Fee column. This includes any time you are using Source of Funding code 31.
- Any time a course enrolment is duplicated, this will also produce an error on your EFTS. Check for duplicates in the 'Comments1' column on your Data Validation report.

Reconciliation of Fees Free data against the SDR

Following your August SDR and Fees Free All Enrolments and Costs submissions, we'll be checking your data to check that the information matches, and providing you with a report showing any inconsistencies. You should correct these as soon as possible.

Enrolments must match on National Student Number, Course Code, Course Start Date, and Source of Funding Code. Any enrolments that do not match at the end of the calendar year will be excluded from your final allocations.

Tips for Reporting Training

Remember to update your Schedule of Fees any time you change the fees you are charging your learners. We use your Schedule of Fees to validate the fees you report in your Programmes and Fees report, so an outdated Schedule of Fees may result in an error.

The Fees Free Transitional ITO Reporting Guide can be found [on our website](#), and we encourage you to use this if you need any guidance filling out your templates.

October Reporting Schedule

For reporting study

13 October 2021	<ul style="list-style-type: none">October Fees Free All Enrolments and Costs template available via Workspace2
14 October 2021	<ul style="list-style-type: none">NSN extract date for the Fees Free All Enrolments and Costs return
20 October 2021	<ul style="list-style-type: none">October Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For reporting industry training

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

Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at 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, 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.



Free to unlock your potential

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October 2021

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customerservice@tec.govt.nz

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