



## Kia ora!

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

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](#).

[Click to subscribe](#)

---

## Important Updates and Changes

### Reminder: Workspace 2 Unavailable from 16 November

Workspace 2 (WS2) will be unavailable from 5:00 pm, Tuesday 16 November to 7:00 am, Monday 22 November to allow us to implement the new [data exchange platform](#). You will not be able to access the site during this period.

To accommodate this **we have changed the dates of the November All Enrolments and Costs reporting round, which is now closing on Monday 15 November.**

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](mailto: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 2022 Agreements and Learner Eligibility

We are currently updating the Fees Free and TTAF agreement templates for 2022. However, we are waiting on the signed delegation from the Minister before we circulate these to TEOs. TEOs will receive an email in the near future about the expected timeline and process for 2022 agreements.

In the meantime, a list of learners eligible for Fees Free in 2022 is now available for TEOs on Workspace 2. This can be found on the Notices Page, and will allow you to see learners with an eligible status ('Yes' or 'Starter') who have remaining entitlement for the 2022 calendar year, based on current information.

The 2022 update of the Fees Free website is not yet available for learners to check their eligibility.

However, we have made the eligibility statuses available to you before the Fees Free website has been updated in recognition of the difficulty that these delays can cause for TEOs organising 2022 enrolments.

Learners can contact us at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) if they wish to be notified by email when the 2022 eligibility check is available on the Fees Free website.

---

## Tips for Reporting Study

### Using the Non-Standard Fee Column

The Non-Standard Fee column on your Fees Free All Enrolments and Costs column should be used to indicate whether the EFTS and fees you are reporting for an enrolment are the standard EFTS or fees for the course.

For each line, select one of the dropdown options:

- **No:** This indicates that the fees and EFTS are standard values. When this option is selected, the values that are entered in the EFTS and fee columns must align to STEO (Services for Tertiary Education Organisations).
- **RPL:** This indicates the learner has non-standard fees or EFTS due to Recognition of Prior Learning (RPL). Only the EFTS you are receiving funding for should be reported. If you are delivering 0 EFTS and charging no fees, you do not need to report the enrolment in your return.
- **STP:** This indicates a course has been undertaken as part of the learner's school learning programme or secondary tertiary programme (STP). When you mark an enrolment as STP, we'll know to exclude it from allocations and entitlement use.
- **Other:** This indicates non-standard fees or EFTS for other reasons, such as withdrawals.

---

## 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.

---

## November Reporting Schedule

### For reporting study

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

### For reporting industry training

30 November 2021	<ul style="list-style-type: none"><li>• NSN extract date for the Fees Free Programmes and Fees return</li></ul>
1 December 2021	<ul style="list-style-type: none"><li>• November Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2</li></ul>

6 December 2021

- November 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](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.

---



Free to unlock your potential

*Copyright © 2021 Tertiary Education Commission. All rights reserved.*

November 2021

**Our mailing address is:**

[customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

Want to change how you receive these emails?

Click here to [unsubscribe from this list](#).