



## Kia ora!

Happy Holidays! Thank you to everyone for your hard work on Fees Free this year. This will be the final newsletter for 2021, but we'll be back in January.

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](#)

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## Important Updates and Changes

### **Holiday Period and New Year 2022**

Our phone lines will be closed from midday 23 December 2021, and we will reopen on Monday 10 January 2022 at 8.30am. During this time you can email us on [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) and we will respond on our return.

### **2022 Agreements and allocations reminder**

Your 2022 Fees Free and/or TTAF allocations are now available for you to view on Ngā Kete, and the Fees Free and TTAF agreements for 2022 have been uploaded to Workspace 2. To enable any initial payments to be made on Wednesday 5 January 2022, signed agreements are due back to us by Friday 17 December 2021. We apologise for the short turnaround.

For agreements returned after 17 December 2021, initial payments will be made within 10 working days.

### **Learners can now check their eligibility for Fees Free 2022**

The Fees Free website has now been updated to allow learners to check their eligibility for Fees Free in 2022. Please encourage your learners with an 'Unknown' status to check the eligibility criteria on the Fees Free website, and to generate a statutory declaration if they meet that criteria.

As part of updates made for 2022, we have added terms and conditions to this process to provide learners more clarity on the eligibility criteria and ensure they understand their obligations before making a statutory declaration. As part of completing their Fees Free statutory declaration, learners will now need to confirm that they have read, understand and agree to the terms and conditions of declaring their eligibility for Fees Free. The terms and conditions will be provided to the learner upon generating their statutory declaration on the Fees Free website and can also be viewed in the [website FAQs](#).

As a reminder, learners should generate the statutory declaration themselves on the Fees Free website. TEOs should generally not generate a statutory declaration on behalf of any learners. If you do need to

generate a statutory declaration for a learner, you must ensure that the terms and conditions are provided to the learner along with the declaration form, in order for them to complete their statutory declaration appropriately.

### **New TTAF Actuals reporting for Industry Training**

From December 2021, TEOs delivering industry training will no longer be using the *Fees Free ITO Programmes and Fees* return to report their Targeted Training and Apprenticeship Fund (TTAF) Actuals. The new *TTAF Industry Training Actual Fees* return will be provided to the relevant TEOs using the same reporting schedule as the existing Fees Free returns. If you have any questions about the new template, please contact us on 0800 601 301 or [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

TEOs delivering Fees Free industry training will continue to use the *Fees Free ITO Programmes and Fees* and *Fees Free ITO Schedule of Fees* returns as usual.

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## **Tips for Reporting Study**

### **December Fees Free All Enrolments and Costs return**

This return is the final opportunity you will have to report your Fees Free learner enrolments for 1 January 2021 to 31 December 2021. The information is used to finalise learner entitlement use and your payments for the 2021 calendar year.

We can only include valid data in this final 2021 allocation. Please use your November Fees Free All Enrolments and Costs Data Validation report to identify any errors that you need to correct in your December submission.

To help you with your reporting, we'll be running a round of validations before the due date for any TEOs that submit their report early, and providing those TEOs with a preliminary data validation report. This gives you the chance to check your report for validation errors and make any further changes before the deadline on 19 January 2021. We plan to run a preliminary validation on 20 December.

Make sure to check the eligibility status of all learners that have been enrolled with your organisation at any point in 2021, as some learners will have changed their status after enrolment.

The information reported in your December Fees Free all Enrolments in Costs should match the information reported in your December 2021 Single Data Return.

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## **Tips for Reporting Training**

### **December Fees Free ITO Programmes and Fees return**

This return is the final opportunity you will have to report your Fees Free learner enrolments for 1 January 2021 to 31 December 2021. The information is used to finalise learner entitlement use and your payments for the 2021 calendar year. Please report any fees that have not yet been reported to us. Make sure to check the eligibility status of all learners that have been enrolled with your organisation at any point in 2021, as some learners will have changed their status after enrolment.

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.

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## **December Reporting Schedule**

### **For reporting study**

8 December 2021	<ul style="list-style-type: none"><li>December Fees Free All Enrolments and Costs template available via Workspace2</li></ul>
31 December 2021	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free All Enrolments and Costs return</li></ul>

19 January 2022	<ul style="list-style-type: none"> <li>December Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2</li> </ul>
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### For reporting industry training

31 December 2021	<ul style="list-style-type: none"> <li>NSN extract date for the Fees Free Programmes and Fees return</li> </ul>
10 January 2022	<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>
13 January 2022	<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>

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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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**Our mailing address is:**

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

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