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Kia ora!

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

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'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 here to subscribe](#)

Important Updates and Changes

2020 Fees Free Allocations

We've completed another validation of your December 2020 returns and have recalculated 2020 allocations, following resubmissions of December SDR and Fees Free returns and changes to learner eligibility. New *All Enrolments and Costs Data Validation* and *Multiple Providers and Cap Limit* reports have been uploaded to Workspace2. These reflect any changes as at 23 March 2021.

Some providers will see a change to their 2020 allocation as a result of this recalculation.

Change to Fees Free email addresses

To align our workflow and processes with the Customer Contact Group's new technology system, we've discontinued the use of the following Fees Free email addresses:

- feesfree@tec.govt.nz
- feesfreereview@tec.govt.nz

Emails to these addresses are now directed to our central customerservice@tec.govt.nz email address.

Note that the email address feesfreecheck@tec.govt.nz should still be used by learners who need to declare their eligibility for Fees Free, or have questions regarding their eligibility.

Reporting Tips (Providers)

At this time of year we see a lot of withdrawals and enrolment changes from learners as they settle into their study. Here are some quick reminders on how to report learner withdrawals in your *Fees Free All Enrolments and Costs* return:

- If a learner has withdrawn before their course or programme start date and is using no EFTS and no dollars, you do not need to report the enrolment to us.
- If a learner has withdrawn from their course or programme before funding can be claimed from TEC for the enrolment, you should report the enrolment with Source of Funding code 31, and with 0.000 EFTS.
- If a learner has withdrawn from their course and you have agreed to adjust the EFTS they are using, or have agreed to a refund of fees, you need to report the updated amounts in your next *All Enrolments and Costs* return.
- Any time you are reporting EFTS and/or fees that are not the standard EFTS and/or fees for a course due to a learner withdrawal, you should enter 'Other' in the Non-Standard Fee column. This includes any time you are using Source of Funding code 31.

If you're unsure on how to report a learner's withdrawal, check out the *Fees Free All Enrolments and Costs* Guide, or contact us for assistance.

Annual Maximum Fee Movement 2021:

Please note we have introduced a temporary tolerance that allows you to report higher fees under the [Annual Maximum Fee Movement](#), while you are updating fees in STEO. This tolerance will be removed at the end of April, so please ensure all of your fees have been updated in STEO before then to avoid errors in your May reporting.

Reporting Tips (Transitional ITOs)

If all of your organisation's programmes are currently eligible for the Targeted Training and Apprenticeship Fund (TTAF), and you think your organisation will not need to report any fees-free eligible learners in 2021, let us know and we will stop provisioning fees-free templates to your organisation for 2021. You can ask us to provide templates to you again at any time, if needed.

For those of you who have asked to report learner TTAF fees to us, we have set your December 2020 Fees Free ITO Programmes and Fees to revise. If you haven't already done so, please use this data collection template to submit your 2020 TTAF data through Workspace2 as soon as possible. If you need any assistance with this process, please contact the Customer Contact Group on 0800 601 301 or at customerservice@tec.govt.nz.

April Reporting Schedule

For providers

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

For transitional ITOs

30 April 2021	<ul style="list-style-type: none">• NSN extract date for the Fees Free Programmes and Fees return
3 May 2021	<ul style="list-style-type: none">• April Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
6 May 2021	<ul style="list-style-type: none">• April 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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April 2021

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customerservice@tec.govt.nz

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