



## Kia ora!

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

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

### **Change to Fees Free Statutory Declaration Deadline**

In previous years, to receive payment of their eligible fees, the Fees Free delegation required learners to submit their statutory declaration by midnight 31 December of the calendar year they started their first eligible course or training programme.

The 2021 Fees Free delegation changes this requirement. From 2021, learners that meet the eligibility criteria must submit a statutory declaration within 12 months of the start date of their first Fees Free eligible course or industry training programme to receive payment. This ensures that all learners have the same amount of time to declare their eligibility for Fees Free, irrespective of the start date of their study or training.

#### What does this mean for TEOs?

This change means that some learners will be made eligible for Fees Free after TEOs have submitted their final Fees Free All Enrolments and Costs return for the calendar year. Where this occurs, TEOs will need to resubmit their final return, so that we can retrospectively make payment for the learner's fees and calculate carry-over entitlement.

To reduce the need for resubmissions later on, we will work with TEOs to identify enrolled learners with an 'Unknown' status who may be eligible for Fees Free, and encourage them to still declare within their first calendar year. You'll receive more information on this following the August Single Data Return.

### **Fees Free Starter Pack for Providers now available**

We've created a Fees Free Starter Pack to introduce new providers and new staff at existing providers to Fees Free processes. The Starter Pack is now [available on the TEC website](#). We encourage anyone new to Fees Free to use this as reference and a guide for advising learners on their eligibility and entitlement, as well as filling out the Fees Free reports.

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## Reporting Tips (Providers)

This month the reporting round will be open for an additional week to allow you to time to submit your Fees Free report alongside your Single Data Return (SDR).

This is a good opportunity for you to check that all of the Fees Free eligible enrolments in your SDR are added to your Fees Free return, and that all of the enrolment information in your Fees Free return matches the information in the SDR. 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.

As always, please remember to check your July All Enrolments and Costs Data Validation report for errors before submitting your August return.

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## Reporting Tips (Transitional ITOs)

We have created a new Fees Free Transitional ITO Reporting Guide, to help you with your Fees Free reporting. The guide is found [on the TEC website](#), and we encourage you to use this if you need any guidance filling out your templates.

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## August Reporting Schedule

### For providers

11 August 2021	<ul style="list-style-type: none"><li>August Fees Free All Enrolments and Costs template available via Workspace2</li></ul>
12 August 2021	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free All Enrolments and Costs return</li></ul>
25 August 2021	<ul style="list-style-type: none"><li>August Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2</li></ul>

### For transitional ITOs

31 August 2021	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free Programmes and Fees return</li></ul>
1 September 2021	<ul style="list-style-type: none"><li>August Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2</li></ul>
6 September 2021	<ul style="list-style-type: none"><li>August 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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# Free to unlock your potential

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