



## Kia ora!

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

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

### COVID-19 and Fees Free

Many trainees/learners have been adversely affected by COVID-19 either by not being able to participate fully in their studies or training, or due to illness or financial hardship. This has resulted in some trainees/learners withdrawing from their study or training, or not completing their courses.

The TEC has been given the discretion to 'write-off' some, or all of trainees/learners' 2021 Fees Free entitlement if they are an eligible learner and:

- they withdrew from study or training due to the impact of COVID-19; or
- their study or training was adversely affected due to the impact of COVID-19.

Trainees/learners who withdrew from study between 17 August and 31 December 2021 will have their Fees Free entitlement automatically reinstated. There is more information about the reinstatement timeframes on our [website](#). If a trainee/learner withdraws after 31 December 2021, or wishes to appeal the use of their Fees Free entitlement they can do so via the [Fees Free website](#). Following the appeal process, the learner's entitlement will be reflected in the next reporting round.

To support this process we ask you to continue to report all Fees Free eligible trainees/learners as normal, including those who have been affected by COVID-19. Furthermore, we request that all trainees are reported accurately as either active, grace, on hold or withdrawn.

Please note that this reinstatement of entitlement may result in some changes to your Fees Free allocation for these trainees/learners for 2021.

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## Tips for Reporting Study

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.

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## Tips for Reporting Training

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

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## September Reporting Schedule

### For reporting study

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

### For reporting industry training

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