



Kia ora!

Welcome to the first Fees Free Focus for 2022. We hope you had a refreshing break and are ready to get back into it!

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 would 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 for your final 2021 reporting

We're coming up to the deadlines for the submission of your December returns. The information submitted in your returns are used to finalise learner entitlement use and your payments for the 2021 calendar year.

It is important that the information you submit in your Fees Free returns matches the information submitted in your Single Data Return (SDR) and/or your Industry Training Register (ITR). This includes information like dates. In cases where the information does not match, enrolments will not pass validation and will not be included in your final 2021 allocation.

If you need assistance with your returns, please contact us on 0800 601 301 or at customerservice@tec.govt.nz before the submission deadline.

2022 Agreements reminder

Your Fees Free and TTAF agreements for 2022 have been uploaded to Workspace 2. If your organisation has not yet returned a signed agreement to us, please do so as soon as possible. We will not be able to make payments until we have received a signed agreement.

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

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.

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.

If you submitted your December All Enrolments and Costs return before 20 December 2021, you will find a preliminary Data Validation report on Workspace 2. This gives you the chance to check your report for validation errors and make any further changes to your return before the deadline on 19 January 2021.

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.

Tips for Reporting Training

December Fees Free ITO Programmes and Fees return

Your December return is the final opportunity you will have to report your Fees Free learner enrolments for 1 January 2021 to 31 December 2021. 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 is found [on our website](#), and we encourage you to use this if you need any guidance filling out your templates.

January Reporting Schedule

For reporting study

31 December 2021	<ul style="list-style-type: none"> NSN extract date for the Fees Free All Enrolments and Costs return
19 January 2022	<ul style="list-style-type: none"> December Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For reporting industry training

31 January 2022	<ul style="list-style-type: none"> NSN extract date for the Fees Free Programmes and Fees return
1 February 2022	<ul style="list-style-type: none"> January Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
4 February 2022	<ul style="list-style-type: none"> January 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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customerservice@tec.govt.nz

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