

[View this email in your browser](#)



Kia ora!

Welcome to the Fees Free Focus for May 2023.

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 about learners transitioning from TTAF

Any learner who undertook their first tertiary study or training using the Targeted Training and Apprenticeship Fund (TTAF) and is now looking to access Fees Free, will need to check their Fees Free eligibility for the 2023 calendar year. This includes when a learner started their study or training programme in 2021 or 2022.

Learners who started accessing Fees Free before using TTAF will have a starter status, and will be able to continue using Fees Free in 2023 if they have remaining entitlement available. A full list of eligible learners with remaining entitlement for 2023 can be found on Workspace 2 on your shared documents page.

General reporting reminders

- You don't need to wait until the due date to submit your returns. You may submit at any time during the reporting round - the sooner the better!
- Sometimes documents fail to submit in Workspace 2 due to formatting errors. Remember to check back in to make sure your submission has been submitted successfully before the round closes.
- If you have no eligible enrolments or fees to report, please submit a blank return. This will let us know that you have no Fees Free eligible enrolments, and we won't need to follow up with you to check.
- If you are unable to submit your return at any time due to illness or leave, please let us know. We may be able to submit your previous data again for you to ensure your learner's allocations and entitlement use remain in place.

If you need any assistance with your returns, please use the [guidance documents available on the TEC website](#), or contact us on 0800 601 301 or at customerservice@tec.govt.nz.

Tips for Reporting Study

Now that you have submitted your April Single Data Returns, we recommend you check your April All Enrolments and Costs Data Validation reports for enrolments that could not be matched against the SDR. These can be identified by the error message "Not in SDR" in the eligible course code column.

The "Not in SDR" message indicates that we could not find the combination of NSN, course code, course start date, and source of funding code in your April SDR. These enrolments have not been excluded from April allocations, however any enrolments that continue to not match after your December submissions will not be covered. We recommend TEOs check and correct these throughout the year to avoid additional wash-ups later on.

Annual Maximum Fee Movement 2023:

The tolerance in the Fees Free validation that allowed you to report higher fees under the [Annual Maximum Fee Movement](#), while you are updating your course fees in STEO has now been removed. Please ensure all of your fees have been updated in STEO to avoid errors in your future reporting.

Tips for Reporting Work-based Learning

Thank you for your April Fees Free Schedule of Fees and Programmes and Fees submissions.

Remember that the Source Enrolment ID you submit in your Programmes and Fees submission needs to match the Source Enrolment ID for that learner's enrolment in the ITR.

If the Source Enrolment ID is not in the ITR at the time we run validation on your data, we will not make payment for the fees claimed for that enrolment this month. However, you can report the fee again in your following Fees Free Programmes and Fees return. We'll check the data again and make a payment to you.

May Reporting Schedule

For reporting provider-based study

10 May 2023	<ul style="list-style-type: none">May Fees Free All Enrolments and Costs template available via Workspace 2
11 May 2023	<ul style="list-style-type: none">NSN extract date for the Fees Free All Enrolments and Costs return
17 May 2023	<ul style="list-style-type: none">May Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace 2

For reporting work-based learning

31 May 2023	<ul style="list-style-type: none">NSN extract date for the Fees Free Programmes and Fees return
1 June 2023	<ul style="list-style-type: none">May Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace 2
7 June 2023	<ul style="list-style-type: none">May Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace 2

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.

Set yourself fees-free

*Copyright © 2023 Tertiary Education Commission. All rights reserved.
May 2023*

Our mailing address is:

customerservice@tec.govt.nz

Want to change how you receive these emails?

Click here to [unsubscribe from this list](#).