



Kia ora!

Welcome to the Fees Free newsletter for September, with tips to help make Fees Free easier for you, and easier for your learners.

Please encourage all those working on Fees Free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates directly.

If you'd like to view Fees Free newsletters from previous months, they're on the TEC website on the [Fees Free Guidance page](#).

We're getting ready for Fees Free 2020

We're busy getting ready for 2020, including preparing the 2020 eligibility tool and updating website content. We'll let you know as soon as we're ready to launch 2020 Fees Free. Prior to launching the refreshed Fees Free website, we'll send a newsletter which provides you with an overview of what's new and links to key webpages and documents.

As part of getting ready for 2020, we're keen to hear your thoughts on the Fees Free newsletter

We want to know what you like about the newsletter, what you don't like, what you'd like to see more of and any other feedback you may have.

Please send any comments through to the Customer Contact Group at sectorhelpdesk@tec.govt.nz.

Remind learners to check their eligibility status on the Fees Free website

We want to make sure that no eligible learner is missing out on their Fees Free entitlement. So it's important to **advise all learners (including school leavers)** enrolling at your organisation to check their eligibility status at feesfree.govt.nz.

If a learner has an 'unknown' eligibility status, and they meet the eligibility criteria, advise them to complete and submit a statutory declaration as soon as possible so they can receive Fees Free for any Fees Free eligible study or training they undertake. **We highly recommend that learners submit their statutory declaration before midnight 31 December 2019** so they're guaranteed to receive their Fees Free entitlement for any eligible study or training they undertake this year.

Reporting

We'll start to accept 2020 course start dates from the November reporting round

From November, you can enter 2020 course start dates in your *Fees Free All Enrolments and Costs* return. This means that you can start reporting learners who are enrolling for the 2020 calendar year. We can't confirm how much we'll allocate for these learners until after the close of 2019. This is because learners can continue to use their Fees Free entitlement until the end of December 2019.

We'll also start advising you of learner's carryover status from November

We'll do this via the *Learners who have consumed their fees-free entitlement* report in Workspace 2. This report gives each '2019 Starter' a status of either:

- **Consumed** (the learner has fully consumed their Fees Free entitlement and has no remaining entitlement to carry forward), or
- **Carryover** (the learner has remaining entitlement to carry forward).

Please note, it's possible for a learner to have remaining entitlement in 2019 but to be fully consumed for 2020. This is because no EFTS cap applies in a learner's first year of study. So even if a learner has used over 1 EFTS they may have some dollar entitlement remaining.

Reporting information not reaching the right person?

Please email the Customer Contact Group at sectorhelpdesk@tec.govt.nz if you need a staff member added as a Fees Free data return contact for your organisation. Include their name, job title and email address. Your organisation can have more than one data return contact.

Reporting schedule

11 September	September <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
12 September	Extract date for September <i>Fees Free All Enrolments and Costs</i> return
18 September	September <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
16 October	October <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
17 October	Extract date for October <i>Fees Free All Enrolments and Costs</i> return
23 October	October <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
13 November	November <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
14 November	Extract date for November <i>Fees Free All Enrolments and Costs</i> return

20 November	November <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
4 December	December <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
5 December	Extract date for December <i>Fees Free All Enrolments and Costs</i> return
11 December	December <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
18 December	January <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
31 December	Extract date for January <i>Fees Free All Enrolments and Costs</i> return
Mid-January 2020 (TBC)	January <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2

Update on invoicing – industry training organisations

From October (for the September invoice), we're trialing a new approach which aims to address issues with the part payment of invoices.

The new process requires you to submit your monthly report (by the fourth working day of the month) without sending us an invoice. We'll then validate your report, send you a validation report including the amount that we have validated and will be able to pay. You can then raise an invoice for the validated amount and we'll then be able to pay your invoice in full.

We'll provide more information detailing the process in a separate email to you.

Contact us

If you have any questions or comments about this newsletter, or any other Fees Free issues, please contact the Customer Contact Group at sectorhelpdesk@tec.govt.nz.

Free to unlock your potential

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Our mailing address is:
sectorhelpdesk@tec.govt.nz