



Fees Free

TITO Monthly Reporting Guide



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The Fees Free TITO Monthly Reporting process uses two documents to collect data on your enrolled Fees Free learners; the **Fees Free Schedule of Fees** and the **Fees Free Programmes and Fees**.

The Tertiary Education Commission (TEC) uses the data to calculate the payments we will make to you for your learners, and to monitor learners' Fees Free entitlement use. The guide is intended to help you correctly submit your **Fees Free Schedule of Fees** and **Fees Free Programmes and Fees** returns.

Fees Free Schedule of Fees

What is the Fees Free Schedule of Fees return?

At the beginning of each calendar year you are required to complete and submit a Fees Free Schedule of Fees to us using Workspace 2. The template must include all Fees Free eligible programmes available to learners at your organisation for the calendar year.

The purpose of the Fees Free Schedule of Fees is to provide a record of all fee amounts related to programmes delivered by you, allowing the TEC to validate the data you provide in the Fees Free Programmes and Fees.

Step 1: Filling in the Fees Free Schedule of Fees return

- Enter one row **for each fee** that can be charged for a programme.
- All fields are mandatory for each fee that you enter.

Unique ID

- Enter the Unique ID **for each fee** a learner could be charged for a Fees Free eligible programme.
The Unique ID is the code you use in your system for each fee.
- The Unique ID must be unique to the Programme Number, Programme Version Number and Fee Type. You cannot use the same Unique ID for different fees.
- If you have different rates for different employers you should enter each under separate Unique IDs.

Programme Number

- Enter the Programme Number associated with the fee charge.
- These must match the Programme Numbers recorded against learner enrolments in the Industry Training Register (ITR).

Programme Version

- Enter the version of the programme relating to this fee charge. You may have different fee charges for different versions of the same programme, in which case you would have multiple lines for this programme in your Fees Free Schedule of Fees return.

Maximum Amount

- Enter the Maximum Fee value in dollars and cents.
- Format the fee to a number with two decimal places (do not include "\$" or ",").
- The maximum amount must be an amount between \$0 and \$100,000.00.
- Where a learner can be charged the same fee multiple times in one month, combine the total cost into one row. For example, where a learner can complete four exams at a cost of \$50 each, enter the total fee amount as \$200.
- Where fees vary, enter the maximum value. Validation checks on the Fees Free Programmes and Fees return are performed against the Maximum Amount, and any entries submitted that exceed the Maximum Amount will be excluded from allocations.

Fee Type

- Select one of the following: Enrolment, Monthly, Assessment, Off-Job, Resource.
- If a programme has multiple fees with different fee types, enter these on separate lines.

Applicable From

- The date that the fee is valid from.
- This must be a value from 1/1/2021 to 1/1/2023.

Step 2: Submitting the Fees Free Schedule of Fees return

- Load your completed Fees Free Schedule of Fees return into Workspace 2 and submit it back to us **by the 4th working day of February**.
- Check Workspace 2 approximately 15 minutes after submitting your report. This is to **check that your return has submitted correctly**.
- If it has not been submitted correctly, there will be a '**Validation Result**' document in your Workspace 2. This will indicate the cells that need to be fixed.

KEY NOTES:

- Note: Each month you will be provisioned a new, blank Fees Free Schedule of Fees return. **You only need to fill this out if your Schedule of Fees changes**, i.e your fee amounts have changed, you are charging a new fee type, etc.

If you would like support in completing your return by the due date, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Step 3: What happens next?

Throughout the course of the year we'll use the information you've submitted to validate your Fees Free Programmes and Fees return.

Fees Free Programmes and Fees

What is the Fees Free Programmes and Fees return?

Each month, we provide a blank Fees Free Programmes and Fees template to you on Workspace 2.

The template needs to be completed and submitted back to us using Workspace 2.

The template must include:

→ **All Fees Free eligible learners charged for training by your organisation for the calendar month:**

- Learners with the status 'Yes' (Y), '2018 Starter' (8), '2019 Starter' (9), and '2020 Starter' (0) and;
- Learners who have remaining Fees Free entitlement. You do not need to include learners who have used their full Fees Free entitlement previously.

Step 1: Filling in the Fees Free Programmes and Fees return

→ Enter one row **for each fee** a learner was charged.

→ All fields are mandatory for each row.

Reporting Enrolment Information

National Student Number

→ Enter a valid NSN **for each fee** a learner was charged for a Fees Free eligible course in that month.

KEY NOTES:

- Eligible students have the status 'Yes' (Y), '2018 Starter' (8), '2019 Starter' (9), and '2020 Starter' (0).
- Learner eligibility can change daily **so you need to check the eligibility status of all of your learners** at the start of each reporting round.
- A blank cell or invalid NSN will cause a validation error on submission.

Source Enrolment ID

→ Enter the Source Enrolment ID for the learner's programme enrolment.

KEY NOTES:

- This must be the same Source Enrolment ID as reported in the Industry Training Register (ITR).
- The data recorded against this Source Enrolment ID in the ITR will be used to validate the rest of the data entered for this learner, including Start Date, End Date and Programme.

Unique ID

→ Enter the Unique ID for the fee you are charging the learner.

KEY NOTES:

- This Unique ID must be entered in the Schedule of Fees. The Unique ID is used to validate the fee charge against the fee's Maximum Amount in the Schedule of Fees.

Start Date and End Date

- Enter the learner's programme Start Date and End Date (DD/MM/YYYY).
- The Start Date must be in 2021.
- Start and End Dates must be within the dates the learner is enrolled according to the ITR.
- There are different rules for Start and End Dates depending on the type of fee you are charging.

Annual Fees

If you charge annual fees (such as an enrolment fee), the Start Date can be any day after the learner enrolled according to the ITR, and the End Date should be the day the learner's programme is expected to end, i.e. for a one year programme the End Date is one year after the Start Date.

EXAMPLE OF START AND END DATES FOR AN ANNUAL FEE

Start Date	End Date
1/1/2021	31/12/2021

Monthly Fees

If you charge monthly fees, the Start Date should be the first day of the reporting month and the End Date should be the last day of the month, unless the learner began or finished training in the current reporting month. In those cases the Start Date should be the day after the learner was enrolled according to the ITR, and the End Date should be the day before the learner completed their programme according to the ITR.

EXAMPLE OF START AND END DATES FOR MONTHLY FEES

First Month		Subsequent Months				Last Month	
January-21		February-21		March-21		April-21	
Start Date	End Date	Start Date	End Date	Start Date	End Date	Start Date	End Date
17/1/2021	31/1/2021	1/2/2021	28/2/2021	1/3/2021	31/3/2021	1/4/2021	8/4/2021

Other Fees

One off fees such as Block Courses, Training, Resources and Assessments should be given Start and End Dates depending on circumstance but are still required to be within the Start and End Dates of the enrolment within the ITR.

Programme Number

→ Enter the Programme number for the learner's intended programme.

KEY NOTES:

- This must be the same Programme as reported in the ITR under the entered Source Enrolment ID.
- This Programme Number must be reported on the Schedule of Fees under the entered Unique ID.

Programme Version

→ Enter the Programme Version number for the learner's intended programme.

KEY NOTES:

- This Programme Version must be reported on the Schedule of Fees for the entered Programme Number.

Fee (ex GST)

→ Enter the Fee (excluding GST) that you are charging the learner for this programme

→ Format the fee to a number with two decimal places (do not include "\$" or ",").

→ The fee must be set at the same value as you charge a Fees Free ineligible learner in the same circumstances.

→ Where a learner was charged the same fee multiple times in one month, combine the total cost into one row. For example, where a learner completed four exams at a cost of \$50 each, enter the total fee amount as \$200.

KEY NOTES:

- The Fee (ex GST) cannot exceed the value entered in your Schedule of Fees for the entered Unique ID.

GST on Fee

→ Enter the GST on the Fee.

→ Format the GST on fee to a number with two decimal places (do not include "\$" or ",").

→ This number is 15% of the Fee (ex GST) you have entered, i.e. $\text{GST on Fee} = \text{Fee (ex GST)} * 0.15$.

Step 2: Submitting the Fees Free Programmes and Fees return

- Load your completed Fees Free Programmes and Fees return into Workspace 2 and submit it back to us **by the due date each month**. This is generally the 4th working day of the month.
- Check Workspace 2 approximately 15 minutes after submitting your report. This is to **check that your return has submitted correctly**.
- If it has not been submitted correctly, there will be a '**Validation Result**' document in your Workspace 2. This will indicate the cells that need to be fixed.
 - Note: If you have not charged any Fees Free eligible learners in the reporting month, **you need to submit the return** back to us as a **blank template** to let us know. If you expect to report zero learners in 2021, please contact us so you can be removed from Fees Free reporting entirely.

If you would like support in completing your return by the due date, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Step 3: What happens next?

We'll validate the information you submit against your Fees Free Schedule of Fees return and the Industry Training Register (ITR) and (within a few weeks) provide you with a report in Workspace2:

→ **Fees Free Remittance report**

This report tells you how much we've allocated to you on a line by line basis. Where a line has been rejected, or the allocated amount is lower than the amount you requested, a comment is given to explain why. You can read in more detail what these comments mean in the Fees Free Infosheet you receive each month.

If you would like more information on rejected or reduced allocations, please contact us on 0800 601 301 or customerservice@tec.govt.nz.

Payments

The TEC makes payments on defined dates each month to cover the cost of Fees Free learner enrolments at your organisation. These payments occur on the fourth Wednesday of the month.

An end-of-year wash-up will occur in the following April of each year to finalise the final funding position for the previous year. Additionally, our Fees Free agreement allows us to make adjustments to increase or decrease your payments, and for you to repay us if we have overpaid your Fees Free funding.

Appendix 1: How to Report Learner Withdrawals

Your existing withdrawal and refund policies should be applied to all learners, regardless of whether they are receiving Fees Free or not. The **Education and Training Act 2020** sets some basic parameters for withdrawals and refunds.

Learners who withdraw and are not charged fees do not need to be included in your Fees Free Programmes and Fees return

If a learner completely withdraws from study and you are not charging them any fees, the TEC does not require them to be reported. This includes:

- When the learner withdraws before their start date
- Withdraws within the withdrawal period, or
- Withdraws under exceptional circumstances and is entitled to a **full refund**.
 - Note: Learners who are active in the Industry Training Register on the last day of the month are considered to have undertaken Fees Free training in that month, and therefore learners can withdraw before being charged for any fees but may still have consumed months of their Fees Free entitlement.

This means:

- If the learner enrolls in subsequent tertiary study they will be assessed for eligibility at their new course start date.
- If they choose to study in later years, the Fees Free eligibility criteria and entitlement use settings at that time will apply.

Learners who withdrew and used dollars need to be included in your Fees Free Programmes and Fees return

You should fill in all mandatory fields as per usual for the learner's programme.

Refunds may need to be included in your Fees Free Programmes and Fees return

Learners who withdraw without using all of the dollars already provided to you for their training need to be included in your Fees Free Programmes and Fees return as refunds. For example, when the TEC pays you for a full year enrolment fee for a particular learner, and that learner withdraws halfway through the year, you are required to refund the portion of the fee that would normally be returned to the learner if they were not Fees Free eligible.

A refund should be included by making the Fee (ex GST) and GST on Fee amounts negative. All other details should be identical to the original fee you are refunding. If this is not the case, the refund may be rejected.

Note: this is only the case if you treat learner fees in this way. If learners do not receive a refund from you in this way, you do not need to include refunds.

Appendix 2: Glossary

Fees Free Schedule of Fees

The Fees Free Schedule of Fees is a record of all fee amounts corresponding to programmes delivered by you, allowing the TEC to validate the data you provide in the Fees Free Programmes and Fees.

Fees Free Programmes and Fees

The Fees Free Programmes and Fees is a record of all fee amounts charged to learners enrolled in programmes delivered by you, allowing the TEC to validate the data you provide against the Fees Free Schedule of Fees and make payment to you.

ITR (Industry Training Register)

The ITR is an online real-time tool that collects trainee and apprenticeship data from organisations that receive funding from the Industry Training Fund . We then use this information to calculate the organisation's funding and monitor their educational performance.

Workspace 2

A secure online tool to enable electronic transactions between TEOs and the TEC. Workspace 2 allows the TEC to collect TEO data securely and automate the transfer of TEO data straight into the TEC data warehouse.

**Published by the Tertiary Education Commission
Te Amorangi Mātauranga Matua**

National Office

44 The Terrace
PO Box 27408
Wellington, New Zealand

June 2021



**Tertiary Education
Commission**
Te Amorangi Mātauranga Matua

