



Kia ora!

Welcome to the Fees Free newsletter for June, 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 are on the TEC website on the [Fees Free Guidance page](#).

Fees-free 2020

We've recently added a FAQ to the Fees Free website which addresses whether Fees-Free will continue in 2020.

[Will I be able to get fees-free in 2020 if I'm wanting to start study or training next year? Fees-Free will continue in 2020.](#)

We will keep you, and learners, up to date later in the year with any minor changes that might be made for 2020.

Success stories wanted

We're on the hunt for people willing to share their positive stories about Fees-Free. We want to inspire people to use Fees-Free and get into the study or career they've always wanted. If you know a learner who's willing to share their story with us, please email careers-insight@tec.govt.nz with their contact details.

Eligible learners cannot “bank” their fees-free entitlement for future use

As with 2018, if a learner is eligible for fees-free they cannot opt to pay fees in 2019 and “bank” their entitlement for future use. Eligible learners cannot ‘opt out’ of fees-free. So any eligible learner who has a ‘yes’ or ‘2018 Starter’ eligibility status (and should be included in your monthly *Fees Free All Enrolments and Costs* returns) is automatically consuming fees-free.

Changing a learner’s eligibility status (in Workspace 2)

If you have information about a learner that might change their fees-free eligibility status, you need to provide this information to us through the *FF_TEOEligibilityStatusReport* in Workspace 2.

The following information about courses undertaken by the learner (if applicable) must be entered in the **Description of evidence** field:

- The course start date and course end date.
- The tertiary education organisation (TEO) the course was undertaken at.
- The country the course was undertaken in.

If the fees-free team requires a more detailed description of evidence, the status of a learner’s review will be changed to **Awaiting TEO response** in the report.

You’ll be notified by the Customer Contact Group when the report has been updated. We ask you to check those with the status **Awaiting TEO response** and provide the requested information in the same report as soon as possible.

You’re not required to supply a copy of the learner’s transcripts.

For more information on Workspace 2 please see the [TEC website](#).

Reporting

Entering Compulsory Student Services Fees (CSSF) on separate lines will become compulsory from July

Currently, if you enter a **CSSF** on a separate line, that is, separate to a Course Code, you are not required to enter a Course Start Date for the CSSF.

We’re working to improve our systems so that we can more easily identify and pay for a CSSF where the fee is eligible. From July, it will become mandatory for you to enter a value in the Course Start Date column when a CSSF is entered on a line without a Course Code. We strongly encourage you to start

entering a date in now to ease the transition when it becomes compulsory.

The value entered should be the **date the CSSF applies from**. You're not required to enter a Course End Date.

Courses with zero fees – including MPTT and YG study at level 3

You must include **all eligible learners** enrolled at your organisation (who are enrolled in qualifications at level 3 and above in the NZQF) in your monthly *Fees Free All Enrolments and Costs* returns. This includes eligible learners who are undertaking courses with zero course fees, e.g. eligible learners undertaking courses with a Source of Funding code 01 even if the course fees are zero, and eligible learners undertaking level 3 Youth Guarantee (YG) and Māori and Pasifika Trades Training (MPTT) courses.

If you have an eligible learner who is undertaking a course with zero fees, please ensure you enter all applicable information. **Enter 0.00** for all cells where a dollar value is required.

It's important to include these learners so we can track their consumption use for carry-over purposes. If we don't know how many EFTS they've consumed, we can't inform the learner, or you as their provider, whether they have entitlement to carry-over and, if so, how much they're entitled to carry-over.

Course Tuition Fees and Compulsory Course Costs compared to Services for Tertiary Education Organisations (STEO)

We can only pay a course fee reported by you if:

1. a fee is entered against the course in STEO
2. the fee is equal to, or less than the value in STEO
3. you charge that fee to every learner in the same circumstances (whether or not they are eligible for fees-free) who is enrolled in the same course, and
4. that fee complies with Annual Maximum Fee Movement requirements.

If your fees are higher than what is entered in STEO you need to work with us to resolve this prior to the end of the year.

Reporting information not reaching the right person?

If you need a staff member added as a fees-free data return contact for your organisation, please email the Customer Contact Group at sectorhelpdesk@tec.govt.nz including their name, job title and email address. Your organisation can have more than one data return contact.

Reporting schedule

12 June	June <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
13 June	Extract date for June <i>Fees Free All Enrolments and Costs</i> return

19 June	June <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
10 July	July <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
11 July	Extract date for July <i>Fees Free All Enrolments and Costs</i> return
17 July	July <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
8 August	August <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
9 August	Extract date for August <i>Fees Free All Enrolments and Costs</i> return
21 August	August <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
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

Invoicing – industry training organisations

Reminder – new process to submit monthly invoice

You're required to submit a **consolidated invoice** by the fourth working day of each month (schedule set out below). You're also required to submit a *Fees Free ITO Programmes and Fees* return.

Invoicing schedule

4 July	<i>Programmes and Fees</i> template and invoice due to TEC by uploading to Workspace 2.
6 August	<i>Programmes and Fees</i> template and invoice due to TEC by uploading to Workspace 2.

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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June 2019

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