



---

## Updates to the TEC and fees-free websites

In coming months, we'll be updating both the TEC and fees-free websites to make them more user-friendly and accessible. To start with, these will mostly be changes to the website structure. We'll keep you informed of any significant changes.

### TEC website

- The *Fees-free info sheet: Aviation provision* has been updated. A payment example is now included.
- A residency section has been added with new FAQs.

### Fees-free website

- A residency section has been added with new FAQs.
- The following FAQ has been added:

#### **I'm eligible for fees-free, can I study fees-free at more than one provider in 2018?**

Yes, if you and your course or programme meet all of the eligibility criteria, you can study at more than one provider (institute of technology, polytechnic, private training establishment, university and wānanga) in 2018. You will be able to receive up to \$12,000 (including GST) in total worth of fees-free support regardless of how many places you attend.

---

## Eligible learners can only receive fees-free support for eligible study

Please remind learners that, to receive fees-free support, they need to meet the eligibility criteria **and** be

enrolling in eligible study.

The criteria for eligible courses, programmes and training schemes can be found on the [fees-free](#) website.

Eligible learners are liable to pay fees (whether directly themselves or through a Student Loan) for any study which doesn't meet the course and programme eligibility criteria.

---

## Reporting (provider-based)

*In this section we'll keep you informed of any key changes to reporting and answer FAQs about reporting.*

### Zero or low fee courses, programmes and training schemes

Some study on the New Zealand Qualifications Framework (NZQF) at level 3 or above was already fees free prior to the introduction of the fees-free policy in 2018. Certain funds are completely subsidised by the Government making them fees free for learners. These include the Māori and Pasifika Trades Training (MPTT) Fund and Youth Guarantee (YG) Fund.

Even if a course or programme isn't eligible to receive fees-free payments (because it is subsidised by the Government through means other than the fees-free policy), eligible learners undertaking this study at NZQF level 3 need to be included in your *Fees Free All Enrolments and Costs* return.

You should enter all applicable details, including all course costs/fees as \$0.

### Calculating GST

For GST calculations, you must enter all dollars and cents (to 1 cent). Do not round the final figure to a whole dollar.

To ensure accuracy, we test that the GST calculation is within plus or minus 1 cent.

We recommend using the GST calculator to ensure accurate calculations: <http://gstcal.co.nz/>

i.e. For a course tuition fee of \$1,540.00:

1. **Amount \$:** paste in the STEO course tuition fee.
2. **GST:** select 15% from the drop-down list.
3. **Action:** select Subtract.
4. Click **Calculate!**

# New Zealand GST Calculator

|   |  |
|---|--|
| Amount \$                                 | 1540.00  |
| GST:                                      | 15%  |
| Action                                    | <input checked="" type="radio"/> Add<br><input type="radio"/> Subtract |
| <input type="button" value="Calculate!"/> |  |
| <b>Sub Total:</b>                         | \$1,540.00   |
| <b>GST Amount:</b>                        | \$200.87   |
| <b>Grand Total:</b>                       | \$1,339.13   |

- **Sub Total** equals the Course Tuition Fee (GST Exclusive \$)
- **GST Amount** equals the GST charged on the Course Tuition Fee, and
- **Grand Total** equals STEO course tuition fee.

## Compulsory Student Services Fee

When claiming a **Compulsory Student Services Fee** you must also select a **Compulsory Student Services** indicator from the dropdown list (Y or N) attesting that this fee complies with the [Ministerial Direction](#).

- Enter “Y” if you have attested that the student service fee is eligible to receive fees-free payment.

Or

- Enter “N” if you have attested that the student service fee is not eligible to receive fees-free payment.

## What happens when a learner is enrolled in an apprenticeship at a provider?

A learner can be enrolled in an apprenticeship at a provider (generally because they are undertaking off job training at that provider). The learner will still be enrolled at an industry training organisation (ITO).

If this applies to a learner enrolled at your organisation please enter their details as you normally would (the same as your Single Data Return) and enter **Source of Funding code 11** (ITO Off Job Training).

When Source of Funding code 11 is entered, this indicates to us an ITO will receive fees-free payments for the learner’s study. If another valid Source of Funding code is entered, this indicates to us that you as the provider will receive fees-free payments for the learner’s study.

## Updates to October Fees Free All Enrolments and Costs return template

As noted in last month’s fees-free newsletter, we’ll be making changes to the *Fees Free All Enrolments and Costs* return template from October.

The changes are outlined below. These are still in development so are subject to change.

We'll provide further details in the September fees-free newsletter and update the instructions to reflect any changes.

1. The **Fees Free** column will be renamed **Non-Standard Fee**. This column will be used to identify learners who have recognition of prior learning (RPL) and other non-standard fees. We'll continue to assess the eligibility status of each National Student Number (NSN) entered in your return. However, you won't be required to enter whether the NSN is eligible or not.
2. The **Course Start Date** validation will be amended so you can enter course start dates on or before 31 December 2019. This is so you can include courses and programmes with a start date in 2019.
3. The **Student Course Withdrawal Date** validation will be amended so you cannot enter dates in the future.
4. We're going to limit what can be entered in the following columns to ensure only correct data is entered.
  1. **Non-Standard Fee** (new column to be introduced in October)
  2. **Source of Funding**, and
  3. **Compulsory Student Services Fee**.
5. The **Compulsory Student Services Fee** validation will be amended so that if you enter 'yes' you will need to also enter a **Fee Code**, **Fee Description** and **Compulsory Student Services Fee**.

---

## Dates to diary...

To assist you with your report planning here are the upcoming reporting dates.

### Provider-based

|              |  |
|--------------|--|
| 3 August     | August Fees-Free Report template and instructions sent to you via Workspace 2    |
| 7 August     | Extract date for August Fees-Free Report   |
| 13 August    | August Fees-Free Report due to TEC by uploading to Workspace 2                   |
| 12 September | September Fees-Free Report template and instructions sent to you via Workspace 2 |
| 13 September | Extract date for September Fees-Free Report                                      |
| 19 September | September Fees-Free Report due to TEC by uploading to Workspace 2                |
| 17 October   | October Fees-Free Report template and instructions sent to you via Workspace 2   |
| 18 October   | Extract date for October Fees-Free Report  |
| 24 October   | October Fees-Free Report due to TEC by uploading to Workspace 2                  |

### Industry training

|              |  |
|--------------|--|
| 3 August     | Fees-Free Report template and instructions sent to you via Workspace 2 |
| 10 August    | Fees-Free Report due to TEC by uploading to Workspace 2                |
| 5 September  | Fees-Free Report template and instructions sent to you via Workspace 2 |
| 12 September | Fees-Free Report due to TEC by uploading to Workspace 2                |
| 3 October    | Fees-Free Report template and instructions sent to you via Workspace 2 |
| 10 October   | Fees-Free Report due to TEC by uploading to Workspace 2                |

---

## Have any questions?

The Sector Helpdesk is available to answer any questions you may have about fees-free. Email [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz) or call 0800 601 301.



*Copyright © 2018 Tertiary Education Commission. All rights reserved.*

April 2018