



## Welcome!

Welcome to the fees-free newsletter for June, with tips to help smooth the way for you implementing fees-free, and for your learners accessing the initiative. Please encourage all those working to implement fees-free in your organisation to subscribe, and receive updates directly.

[Click here to subscribe](#)

### Programme update

Over the next few months, we will be holding joint Ministry of Education and Tertiary Education Commission fees-free workshops with sector representatives.

These workshops are an opportunity to continue discussions on fees-free planning for 2019. We will be seeking your input on several topics including possible policy tweaks and operational/service design improvements for fees-free in 2019.

We look forward to your input.

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### Carryover - provider-based education

Learners who don't use a full one equivalent full-time student (EFTS) in 2018 can carry forward their remaining fees-free entitlement. Carryover settings are yet to be confirmed but are likely to include a dollar and EFTS component.

A learner must have incurred EFTS or fees-free costs in 2018 to trigger carryover settings in 2019.

We will be discussing carryover with you at the fees-free workshops. This will be an opportunity for you to share any thoughts and concerns you have about carryover. Thank you to those who have already

contributed feedback through the workshops. We welcome any further ideas you may have.

Thank you for your patience while carryover settings are confirmed. We appreciate the urgency of confirming this in order to provide learners with complete and correct advice, particularly for those learners starting study in the second half of 2018.

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## Withdrawal process

We've had a number of queries about how withdrawals are affected by fees-free.

Existing withdrawal rules and refund conditions remain the same whether a learner is eligible for fees-free and/or receiving fees-free support or not.

We're preparing an info sheet on withdrawals and will be making this available next week.

In the meantime, if you have any questions, please contact the Sector Helpdesk at [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz)

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## Allocations and recoveries

We've been in contact with many of you about in year adjustments for fees-free. The letter we sent included information about what we need from you.

We may also contact you about fees-free eligible learners who have been reported in your Single Data Return.

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## Reporting

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

Reporting tips and common errors with solutions will be included in the monthly Fees-Free All Enrolment and Costs Return instructions.

### Reporting template update

We can confirm there will be no changes (besides minor improvements if required) to the reporting template until October 2018.

### FAQs

#### 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 request this by emailing the Sector Helpdesk at [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz) including their name, job title and

email address. Your organisation can have more than one data return contact.

#### **Think a learner's eligibility status is incorrect?**

Please email the Sector Helpdesk at [sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz) to request the Fees Free TEO Change Learner Eligibility Status report. This will be uploaded to your Workspace 2 for you to complete and submit.

This report is currently only available to providers, not industry training organisations (ITOs). A report for ITO use is in production. In the meantime, you can email the Sector Helpdesk.

#### **Why are there so many learners with an "unknown" eligibility status?**

We have attempted to assign learners either a "no" eligibility status (because we know they have done too much study or they do not meet the other criteria) or "yes" eligibility status (because they are a 2017 or 2018 school leaver). This process has left some learners with an "unknown" eligibility status.

An "unknown" status occurs when we do not have sufficient data to show that the learner has met all of the eligibility criteria. If a learner with an "unknown" status believes that they do meet the criteria they should complete and submit a statutory declaration which we will then use to update our data.

#### **Will you make fees-free payments for learners with an "unknown" eligibility status?**

No. If a learner has an "unknown" status we will not confirm records or make any payments for this learner.

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## **Dates to diary...**

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

13 June	June Fees-Free Report template and instructions sent to you via Workspace 2
14 June	Extract date for June Fees-Free Report
20 June	June Fees-Free Report due to TEC by uploading to Workspace 2
11 July	July Fees-Free Report template and instructions sent to you via Workspace 2
12 July	Extract date for July Fees-Free Report
18 July	July Fees-Free Report due to TEC by uploading to Workspace 2
6 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

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## 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.



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[sectorhelpdesk@tec.govt.nz](mailto:sectorhelpdesk@tec.govt.nz)

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