Fees Free All Enrolments and Costs Data Validation Guide – 2024

This guide sets out the data validation for the Fees Free All Enrolments and Costs return. It will help you complete future Fees Free reporting.

If you report Fees Free students to us for courses commencing in 2024, we will make the 'Fees Free All Enrolments and Costs Data Validation' report available to you on Workspace 2.

The data validation report reflects our understanding of the data you submitted in your 'Fees Free All Enrolments and Costs' return for courses commencing in 2024. It tells you whether the data for each student meets the validation criteria.

The validated data in the report allows us to allocate fees for your students and will inform our view of your overall indicative allocations and payments. The allocations for students may change based on data reported in Fees Free reporting or elsewhere to TEC (for example in the Single Data Return or Services for Tertiary Education Organisations). The allocations are also subject to any agreements in place.

The 'Fees Free All Enrolments and Costs Data Validation' report:
› lists all the data you submitted to us
› tells you whether the data meets the criteria being tested
› informs you of issues we have identified with the data submitted.

This guide helps you to fix data that does not meet the validation criteria.

Please note:

1. This guide provides initial advice about our allocations to you in relation to Fees Free eligible students. The 'Fees Free All Enrolments and Costs Data Validation' report does not change the terms and conditions of funding and the Fees Free agreement.

2. The report does not specify which students have already undertaken over $12,000 (including GST) or 1 EFTS worth of study or who are enrolled at more than one tertiary education organisation (TEO).

    Therefore, you also need to check the 'Fees Free Multiple Providers and Cap Limit' report once this is available. This will also be on Workspace 2. You should check for students enrolled with you and take note of the allocation documented.

Description of results

Below is a table that helps you interpret the possible results in the data validation.

Result	Interpretation and Action Needed
Either of the following: • **Yes** • **8** • **9** • **0** • **1** • **2** • **3**	This is a valid cell – there is nothing further you need to do.
Any of the following: • **No** • **Unknown** • **Before Eligible** • **Not Valid** • **STP/REF**	This is a valid cell – there is nothing further you need to do. This value means that this entry is not eligible for Fees Free.
Any of the following: • **Error** • **Query**	For the results "Error", please correct the information where possible. For the results "Query", please review the fee and contact the Monitoring & Crown Ownership team at ssf@tec.govt.nz to discuss the fee. For both: submit the correct information in the next round of reporting when it opens. Do not resubmit the previous month's report.
Not in SDR	The course enrolment record cannot be found in your most recent Single Data Return (SDR) submission. This could mean that the record has not yet been submitted in the SDR, or that there is a mismatch of information between the SDR and Fees Free returns. Please check the record in both locations and add or correct information as needed.
Blank	This means that there was no validation required – there is nothing further you need to do.
dd/mm/yyyy	This gives the date a student becomes eligible for Fees Free study in the year the course starts.
Comment	This gives you guidance about a problem with the data in the line.
Data Validation ID	This gives you a unique reference for the line of data that was submitted.

If you believe we have analysed data incorrectly, for example it is showing "Error" where it should be "Yes", please contact the Customer Contact Group on 0800 601 301 or via email at customerservice@tec.govt.nz.

Understanding Data Validation by Column

Eligible National Student Number	
Fees Free All Enrolments and Costs Data Validation	Column S
Checking Column	A
If either • **Yes** • **8** • **9** • **0** • **1** • **2** • **3**	The student has been confirmed as eligible for Fees Free tertiary education by TEC data sources for study on the course start date. They may have Fees Free entitlement available to use.
If **Before Eligible**	The student was not eligible for Fees Free study on the course start date. This is based on the eligibility information provided to us by the learner on their statutory declaration.
If **Unknown**	The student is currently not confirmed as eligible for Fees Free for the appropriate study year. **Action:** If the student's status is "unknown" for 2024 and they meet the eligibility criteria to receive Fees Free they need to complete and submit a statutory declaration. This can be done through the Fees Free website.
If **No**	The student is not eligible for Fees Free tertiary education for the appropriate study year. **Action:** The student can have this decision reviewed if they believe they meet the eligibility criteria. This can be done through the Fees Free website.
What you need to know	› The Eligible From Date informs you of the first date that the learner's fees will be eligible for payment. The date is 01/01/2024 for the majority of students. › If the student's status is "Unknown" this may be because they have not yet completed a statutory declaration or their statutory declaration has not yet been processed, and the status may change. › If the student has submitted a statutory declaration and received confirmation that they are eligible, but their status is "Unknown", an error may have occurred. Please ask the student to contact feesfreecheck@tec.govt.nz.

Source of Funding	
Fees Free All Enrolments and Costs Data Validation	Column T

Checking Column	I
If **Yes**	The Source of Funding code is eligible for Fees Free.
If **No**	The Source of Funding code is not eligible for Fees Free.
If **Error**	The Source of Funding code does not meet the funding conditions for withdrawals.
What you need to know	› Only the following Source of Funding codes are valid for Fees Free in 2024: 01, 03 (Section 556 grants only), 31, and 37. › The Source of Funding code 31 should be used for withdrawals. a. If you would use a Source of Funding code 31 in the SDR you should report the same Source of Funding code in your Fees Free return. b. If you are not reporting the enrolment in SDR but are retaining any fees then you should enter Source of Funding code 31 in your Fees Free return.

Eligible Qualification Code

Fees Free All Enrolments and Costs Data Validation	Column U
Checking Column	C
If **Yes**	The qualification is eligible for Fees Free.
If **Not valid**	The qualification is not eligible for Fees Free.
	Action: Check that the correct qualification code was entered, and that the qualification code is active in STEO for the current calendar year.
What you need to know	The qualification must be approved at New Zealand Qualifications and Credentials Framework (NZQCF) level 3 or higher in Services for Tertiary Education Organisations (STEO).

Eligible Course Code

Fees Free All Enrolments and Costs Data Validation	Column V
Checking Column	D
If **Yes**	The course is eligible for Fees Free.
If **No**	The course is not eligible for Fees Free.
If **STP/REF**	You have indicated that the course is part of a secondary-tertiary programme (STP) or is funded by the Refugee English Fund (REF). The course is not eligible for Fees Free. Please continue to include these in your return, to ensure we can correctly identify and exclude STP and REF courses from learner entitlement use.

If **Not in SDR**	The course is eligible, but the enrolment is not present in your latest SDR submission. Records are matched to the SDR on NSN, Source of Funding code, Course Code and Course Start Date. During the year, this acts only as a reminder to include the enrolments in your next SDR submission. Records that still cannot be found in the SDR at the end of the calendar year will be excluded from your final allocation.
If **Error**	The value entered is not a valid course code.
	Action: Check that the correct course code was entered, and that the course code is active in STEO for the current calendar year.

What you need to know	An eligible course is one that:
	› commences on or after 1 January 2024
	› is funded by the TEC from either:
	  - the DQ3-7 Fund (excluding provision that would previously have been funded through the Industry Training Fund); or
	  - the DQ7+ Fund; or
	  - grants under s556 of the Education and Training Act 2020 for tertiary provision towards a qualification on the NZQCF at Level 3 or above; or a micro-credential at level 3 or above approved by the NZQA, and
	› is not part of a school learning programme or secondary-tertiary programme (STP).
	
	Courses reported to be funded by the Refugee English fund (REF), and courses with zero tuition fees and zero compulsory course costs recorded in STEO will return an error, to prevent these courses from counting against a learner's entitlement use.

Course Tuition Fee AND Compulsory Course Costs compared to STEO

Fees Free All Enrolments and Costs Data Validation	Column W
Checking Column	J, K, L, M
If **Yes**	The fees charged are valid for the course.
If **Error**	The fees charged are not valid.
	Action: Check that the correct information was entered.

What you need to know	› You are not allowed to charge more than what is entered in STEO. We check to see that the fees charged do not exceed the tuition and compulsory course costs entered in STEO.
	The total fees charged is the total of:
	  - Course Tuition Fee (GST exclusive $) PLUS
	  - GST charged on the Course Tuition Fee PLUS
	  - Compulsory Course Costs Fee (GST exclusive $) PLUS
	  - GST charged on the Compulsory Course Costs Fee

> › There is a $1.50 tolerance to allow for rounding.
>
> › Courses with a Source of Funding code of 31 should not have any tuition fees or compulsory course costs, with the exception of Private Training Establishments.

Course Tuition Fee GST calculation

Fees Free All Enrolments and Costs Data Validation	Column X
Checking Column	J, K
If **Yes**	The Course Tuition Fee calculation is correct (within 1 cent).
If **Error**	There is a problem with the Course Tuition Fee GST calculation.
	Action: Check that the correct information was entered. Make sure both the Course Tuition Fee (excluding GST) and the GST on Course Tuition Fee are correct.
What you need to know	GST charged on the Course Tuition Fee must be within 1.0 cent of: *Course Tuition Fee (GST exclusive $) multiplied by 0.15*

Compulsory Course Costs Fee GST calculation

Fees Free All Enrolments and Costs Data Validation	Column Y
Checking Column	L, M
If **Yes**	The Compulsory Course Costs Fee calculation is correct (within 1 cent).
If **Error**	There is a problem with the Compulsory Course Costs Fee GST calculation.
	Action: Check that the correct information was entered. Make sure both the Compulsory Course Costs Fee (excluding GST) and the GST on Compulsory Course Costs Fee are correct.
What you need to know	GST charged on the Compulsory Course Costs Fee must be within 1.0 cent of: *Compulsory Course Costs Fee (GST exclusive $) multiplied by 0.15*

Student Services Fee GST calculation

Fees Free All Enrolments and Costs Data Validation	Column Z
Checking Column	Q, R

If **Yes**	The Student Services Fee calculation is correct (within 1 cent).
If **Error**	There is a problem with the Student Services Fee GST calculation.
	Action: Check that the correct information was entered. Make sure both the Student Services Fee (excluding GST) and the GST on Student Services Fee are correct.
What you need to know	GST charged on the Student Services Fee must be within 1.0 cent of: *Student Services Fee (GST exclusive $) multiplied by 0.15*

Course EFTS Factor compared to STEO

Fees Free All Enrolments and Costs Data Validation	Column AA
Checking Column	H
If **Yes**	The equivalent full-time student (EFTS) value entered is valid.
If **Error**	Either: • the EFTS value entered is more than the EFTS value in STEO, or • you have entered an EFTS value lower than STEO, but have not entered this as a non-standard fee, or • the course enrolment has been reported twice. Duplicate rows are identified in the Comments 1 column.
	Actions: • Check that the correct information was entered. You may need to update the EFTS value in STEO if this is out of date. • If the student has withdrawn and the EFTS value is less than STEO you must enter "other" in the non-standard fee column. • If the student has reduced EFTS due to Recognition of Prior Learning then you must enter "RPL" in the non-standard fee column. • Check the Comments 1 column for duplicates.
What you need to know	This is the EFTS value undertaken by the student and not the course value in STEO. The value must be equal to the EFTS value in STEO, unless you have entered RPL or other into the non-standard fee column. It does not need to match the EFTS value reported in the SDR.

Student Services Fee

Fees Free All Enrolments and Costs Data Validation	Column AB

Checking Column	P
If **Yes**	The Student Services Fee is eligible for Fees Free and we have verified that the fee complies with your funding conditions.
If **Query**	You have entered a Student Services Fee Code that the Monitoring & Crown Ownership team have not verified as complying with the funding conditions.
	Action: Update the Student Services Fee code or contact the Monitoring & Crown Ownership team on ssf@tec.govt.nz.
If **Error or No**	You have entered a fee code that the Monitoring & Crown Ownership team does not consider complies with the funding conditions.
	Action: Set the Student Services Fee to "N", or contact the Monitoring & Crown Ownership team on ssf@tec.govt.nz to discuss the fee code.
What you need to know	We maintain a list of fee codes that meet the funding conditions. To add a new fee code to the list you must contact ssf@tec.govt.nz. Find more information on the conditions on charging student services fees on the TEC website. • Student services fees | Tertiary Education Commission (tec.govt.nz)

Eligible From Date

Fees Free All Enrolments and Costs Data Validation	Column AC
If **Blank**	The student is not eligible for Fees Free tertiary education in the study year (study year eligibility status is "Unknown" or "No").
If dd/mm/yyyy	This is the date that the student is eligible for Fees Free in the year of the course start date. Course fees and Student Services Fees charged for courses undertaken before this date are not eligible for Fees Free.

Comments 1

Fees Free All Enrolments and Costs Data Validation	Column AD
If **Duplicate**	A duplicate row has been identified.
	Action: Check for rows with the same combination of NSN, qualification code, course code, and course start date, and remove the duplicate row(s).
What you need to know	We cannot allocate for duplicated enrolments, as we cannot confirm the correct information. A duplication will also result in a validation error on Course EFTS factor compared to STEO.

Comments 2

Fees Free All Enrolments and Costs Data Validation	Column AE
If **Excluded**	This indicates there was an error in one of the validation criteria.
What you need to know	We cannot allocate for any rows that contain validation errors. Please check for errors in the previous columns and correct the data in the next reporting round.

Data Validation ID

Fees Free All Enrolments and Costs Data Validation	Column AF
What you need to know	This is our unique identifier for the submission. This value will not be the same for the same fee each month.