



# Fees Free Multiple Providers and Cap Limit Report Guide - 2024

This document provides an overview of the *Fees Free Multiple Providers and Cap Limit Report*, including its purpose and explanation of the columns and possible results.

## Purpose

The *Fees Free Multiple Providers and Cap Limit Report* informs you how much Fees Free funding we expect to allocate to you for each of your Fees Free eligible learners. It also identifies whether a learner is enrolled at more than one tertiary education organisation (TEO).

## The report is provisioned to Workspace 2 each month

The report will only be provisioned if you have reported learners in your *Fees Free All Enrolments and Costs* return that month.

Please note:

- › The *Fees Free Multiple Providers and Cap Limit* report is based on your most recent *Fees Free All Enrolments and Costs* return, so it will change monthly. You should check your report each month to ensure you have the most up to date information.
- › The *Fees Free Multiple Providers and Cap Limit* report shows our payment liability to you in relation to Fees Free eligible learners. The report doesn't change the terms and conditions of payment as set out in your Fees Free agreement.
- › Any corrections or adjustments should be made in your next *Fees Free All Enrolments and Costs* return.
- › The amount in your December *Fees Free Multiple Providers and Cap Limit* report will be used to calculate your wash-ups at the end of each calendar year.

## Understanding the *Fees Free Multiple Providers and Cap Limit* report by column

### National Student Number

A National Student Number (NSN) is a unique number given to every learner.

This column lists the NSNs reported by you in your recent *Fees Free All Enrolments and Costs* return.

### Student Enrolled with Multiple TEOs

Indicates whether the learner is enrolled at more than one TEO in 2024.

Value	Meaning
No	Learner is only enrolled at your organisation.
Yes	Learner is enrolled, and undertaking Fees Free eligible study or training, at more than one TEO in 2024.

### Fee Allocation Required

Gives information about the remaining Fees Free entitlement for the learner.

Value	Meaning
<b>2024 Entitlement Available</b>	The learner has remaining Fees Free entitlement.
<b>Allocation Required</b>	The learner is eligible for Fees Free, however they have hit one of their entitlement caps mid-year. This means the learner may not have enough entitlement remaining to cover all fees currently reported for them. Allocation for this NSN will be between you and any other TEO the NSN is enrolled with.
<b>Fully Consumed</b>	The learner was determined to be eligible for Fees Free and fully consumed their Fees Free entitlement in a prior year.
<b>Invalid Data</b>	Some or all of the rows submitted for this learner are ineligible for Fees Free due to the eligibility of the qualification, source of funding code, course start date, etc.
<b>Validation Errors Identified</b>	Some or all of the rows submitted for this learner have resulted in a validation error. Please review your <i>Fees Free All Enrolments and Costs Data Validation</i> report and correct these errors in your next Fees Free All Enrolments and Costs return. We cannot allocate Fees Free for rows that contain validation errors.
<b>NSN Eligibility</b>	The NSN is not eligible for Fees Free for some or all of their courses.
<b>Non-Fees Free Qualification Identified</b>	The qualification reported for this learner was eligible for funding under the Targeted Training and Apprenticeships Fund

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(TTAF). Courses that started after 1 July 2020 and finished before 31 January 2023 under these funding arrangements are not eligible for Fees Free.

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**Exceptional Circumstances**

The learner's allocation and/or entitlement use has been manually adjusted by the TEC due to circumstances unique to the learner. This is usually due to an appeal or late statutory declaration, but can include a number of situations. Please note that the TEC cannot provide details of a learner's specific circumstances to a TEO.

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### All Fees Reported By You Including GST

The total amount of fees (course and student services fees) reported by you for this learner in the most recent month's *Fees Free All Enrolments and Costs* return.

Value	Meaning
<b>Fee amount in dollars</b>	The total amount of fees (course and student services fees) reported by you for this learner in the most recent month's <i>Fees Free All Enrolments and Costs</i> return. Some of these fees may not be eligible for Fees Free.

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### 2024 Fees Free Allocation Including GST

The total amount (GST inclusive) we've allocated to you for the learner, based on the information we currently hold.

Value	Meaning
<b>Number value</b>	The amount, subject to confirmation, of our payment liability for this learner. This amount is GST inclusive. Note that: <ul style="list-style-type: none"><li>› this amount can change based on changes to eligibility, enrolments, reporting, and learner circumstances</li><li>› we may not have allocated the full amount reported by you. See 'Comments' column for further information.</li></ul>
<b>Blank (-)</b>	Fees Free funding has not been allocated to you for this learner. See 'Comments' column for further information.

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## Comments

The reason for the learner's Fees Free allocation. Correlates to the 'Fee Allocation Required' column.

Value	Meaning
<b>This NSN is not eligible for Fees Free at the reporting date</b>	The learner was not eligible at the reporting date. These fees cannot be covered by Fees Free at this time, though the learner's eligibility status may change in the future.
<b>This NSN was not eligible at course start date and or reporting date for some of the courses reported</b>	Some of the courses reported for this learner have a start date that is before the learner met the eligibility criteria. These courses cannot be covered by Fees Free.
<b>The learner has fully consumed their Fees Free entitlement prior to this study year</b>	The learner was determined to be eligible for Fees Free and fully consumed their Fees Free entitlement in a prior year.
<b>The learner has provisionally consumed their fees free entitlement in this study year and may not be allocated the full fees you have reported</b>	The learner is eligible for Fees Free, however they have hit one of their caps mid-year. This means the learner might not have enough entitlement remaining to cover all fees currently reported for them. This is subject to change based on changes to learner enrolments and TEO reporting.
<b>The data you submitted contains one or more invalid or ineligible entries for all rows submitted for this learner</b>	All rows submitted for this learner are ineligible for Fees Free due to the eligibility of the qualification, source of funding code, course start date, etc.
<b>The data you submitted contains one or more invalid or ineligible entries for some of the rows submitted for this Learner and is unable to be allocated the full fees you reported</b>	Some rows submitted for this learner are ineligible for Fees Free due to the eligibility of the qualification, source of funding code, course start date, etc.
<b>The data you submitted contains one or more validation errors for all rows submitted for this Learner</b>	All rows submitted for this learner have resulted in a validation error. Please review your <i>Fees Free All Enrolments and Costs Data Validation</i> report and correct these errors in your next Fees Free All Enrolments and Costs return. We cannot allocate Fees Free for rows that contain validation errors.
<b>The data you submitted contains one or more validation errors for some of the rows submitted for this Learner and is unable to be allocated the full fees you have reported</b>	Some of the rows submitted for this learner have resulted in a validation error. Please review your <i>Fees Free All Enrolments and Costs Data Validation</i> report and correct these errors in your next Fees Free All Enrolments and Costs return. We cannot allocate Fees Free for rows that contain validation errors.

<p><b>The Learner is undertaking a qualification wholly or partially funded under another funding arrangement and is unable to be allocated the full fees you have requested</b></p>	<p>The qualification reported for this learner was eligible for funding under the Targeted Training and Apprenticeship Fund. Courses that started after 1 July 2020 and finished before 31 January 2023 under these funding arrangements are not eligible for Fees Free.</p>
<p><b>The allocation has been adjusted due to the learner's specific circumstances.</b></p>	<p>The learner's allocation has been manually adjusted due to circumstances unique to the learner. This means we may have allocated more or less than expected. Please note that the TEC cannot provide details of a learner's specific circumstances to a TEO.</p>
<p><b>The learner's entitlement use has been adjusted due to their specific circumstances, which may also affect the fees allocated for this learner.</b></p>	<p>The learner's entitlement use has been manually adjusted due to circumstances unique to the learner, which may have affected the learner's allocation. This means we may have allocated more or less than expected. Please note that the TEC cannot provide details of a learner's specific circumstances to a TEO.</p>
<p><b>Payment of any amount is subject to validation of the data submitted and/or updates in STEO</b></p>	<p>We have allocated the full amount you reported in your <i>All Enrolments and Costs</i> return. Payment of any amount is subject to validation of the data submitted and / or updates in Services for Tertiary Education Organisations (STEO). No action is required. Please continue to report valid data.</p>