



## Fees Free info sheet: How to check an NSN for Fees Free eligibility

This document sets out the two different ways to check a learner's National Student Number (NSN) to find out if they're eligible for Fees Free study and/or training.

**Option one: Look up a list of confirmed eligible NSNs and a list of NSNs that have changed to or from "Yes"**

Step	Action
1	<p>Log into <a href="#">Workspace 2</a>.</p> <p>If you don't have access to Workspace 2, you can request access by completing and submitting the <a href="#">Education Sector Logon Tertiary Application User Access Request Form</a>. When completing the form, in Part 4 select <b>Tertiary Education Commission (TEC) Shared Workspaces</b>.</p>
2	<p>Go to the Notices section on your Home page.</p> <p>To see a list of all NSNs that have been assessed as eligible for Fees Free tertiary study:</p> <ul style="list-style-type: none"> <li>select <b>Fees Free Eligibility</b> to download the file <code>FreesFreeEligibility.csv</code>.</li> </ul> <p>To see a list of all NSNs whose eligibility has changed to or from "Yes"<sup>1</sup> since the launch of Fees Free:</p> <ul style="list-style-type: none"> <li>select <b>Fees Free Eligibility Changes</b> to download the file <code>EligibilityYChanges.csv</code></li> </ul> <p>Both these lists are updated each TEC business day.</p>
3	Press <b>CTRL + F</b> to open the search window.
4	Type in the NSN you are looking for and press <b>Enter</b> or click <b>Find Next</b> .
5	If the NSN is found then the NSN is eligible for Fees Free. Record the outcome. Ends.

<sup>1</sup> A learner's status may change to or from yes for a number of reasons including the learner completing their statutory declaration with incorrect information

	<p>or</p> <p>If the NSN is not found then the NSN is either not eligible or may be eligible with further information. Proceed to Option two.</p>
--	--

**Option two: To check small numbers of NSNs, look up individual NSNs on [feesfree.govt.nz](https://feesfree.govt.nz)**

Step	Action
1	Go to the <a href="#">Fees Free website</a> .
2	Enter the learner’s NSN.
3	<p>Select the relevant year, type of education and select whether the learner is a school leaver or a non-school leaver.</p> <p><b>Which year should I choose?</b></p> <ul style="list-style-type: none"> <li>• If the learner is starting Fees Free eligible study or training in the 2020 calendar year, select the 2020 study year.</li> <li>• If the learner is starting Fees Free eligible study or training in the 2021 calendar year, select the 2021 study year.</li> </ul> <p><b>Should I look at the eligibility criteria for provider-based study or for industry training?</b></p> <ul style="list-style-type: none"> <li>• If the learner is studying or training at Te Pūkenga, private training establishments, universities or wānanga, see the eligibility criteria for provider based study. <ul style="list-style-type: none"> <li>○ If the learner is doing an apprenticeship through Te Pūkenga or a private training establishment see the eligibility criteria for provider-based study.</li> </ul> </li> <li>• If the learner is doing an apprenticeship or work based training, see the eligibility criteria for industry training.</li> </ul> <p><b>Should I look at the eligibility criteria for a school leaver or a non-school leaver?</b></p> <ul style="list-style-type: none"> <li>• Choose school leaver if the learner has been enrolled in school within the two years preceding the year they are first enrolled in tertiary education.</li> <li>• Choose non-school leaver if the learner hasn’t been enrolled in a school in the past two years</li> </ul>

If you have any questions about these processes please contact the Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) or 0800 601 301.



**We ensure New Zealand’s future success.**