



Ref: OI/18/00435

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20 July 2018

S9(2)(a)

Dear S9(2)(a)

Thank you for your request, received on 25 June 2018, for the following information under the Official Information Act 1982 (the Act):

- 1. A complete technical specification of the format and method for TEOs to meet this reporting obligation.*
- 2. A breakdown of the percentage of TEOs meeting the reporting obligation in the months January through to June 2018.*
- 3. A breakdown of the percentage of TEOs sanctioned or to be sanctioned for a failure to meet the reporting obligation in those months.*

In response to your first question, before April 2018 we published the instructions in the *Fees Free All Enrolments and Costs* Workspace 2 template. From April we provided a PDF of these guides to tertiary education organisations (TEOs). I have attached the guides from April to June this year.

In addition to the monthly guides, we provide a monthly newsletter where common reporting errors are discussed, we also work with providers on a one-on-one basis to assist them resolve issues that they, the learner and/or the TEC has identified. Data regarding the percentage of TEOs meeting their reporting obligations since January 2018 was released in the July newsletter, which I have attached for your reference.

The fees-free agreement does not provide for sanctions (penalties) as a result of not providing the required monthly reporting. Where a TEO decides not to provide the required monthly reporting the Tertiary Education Commission may hold any future payments and calculate any in-year adjustments based on prior period reporting.

Please note that this letter (with your personal details removed) and enclosed documents may be published on the Tertiary Education Commission website.



You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at www.ombudsman.parliament.nz or by calling 0800 802 602.

Yours sincerely



Tim Fowler
Chief Executive
Tertiary Education Commission



We ensure New Zealand's future success.





Fees-Free All Enrolments and Costs Report instructions

This document sets out the instructions for the Fees-Free All Enrolments and Costs Report. It includes a definition and description of each column.

This template collects data on your enrolled fees-free students

For each student, represented by a National Student Number (NSN), you should enter one or more rows. A row will contain (for a particular NSN) either:

- › a course tuition fee and/or any related compulsory course costs, or
- › any other fees chargeable to the student (Student Services Fees).

This means that for each NSN there should be as many rows as the number of courses that the student is enrolled in plus the number of Student Services Fees you are reporting to us.

If the student has a course with a tuition fee but no compulsory course costs, or the other way round, then you must enter the fees and enter zero where there is no charge.

If you have changed what you have charged a student for an item, you should report the new total charged both in terms of equivalent full-time student (EFTS) and dollars. For example: \$400 was reported in January. At the start of February \$350 was refunded. The February and subsequent reports will indicate the fee was \$50.

If you do not have any enrolled fees-free students, we still need you to submit a blank template.

Column Definition – Report Worksheet

Student Identification

National Student Number

You must enter a valid NSN for each eligible student who is studying towards a fees-free eligible qualification.

This is a mandatory field. A blank or invalid NSN will cause a validation error on submission.

Fees-Free

You must select a Fees-free indicator from the dropdown box (Y/N). Yes indicates that the student is considered as eligible for fees-free. Even if the eligible student exceeds \$12,000 you should still select Y in the dropdown box.

This is a mandatory field.

Qualification Information

Qualification Code

You must enter the Qualification Code for the student's intended qualification. Please use the same format as reported in the Single Data Return (SDR).

This is a mandatory field.

Course Code

You must enter the Course Code for the course the student has enrolled in. Please use the same format as reported in the SDR.

Create a new row for each course the student is enrolled in.

This is a mandatory field when you have not entered a Fee Code (as described below).

Course Start Date

You must enter the student's Course Start Date (DD/MM/YYYY).

The Course Start Date must begin in 2018.

This is a mandatory field when you have provided the Course Code.

Course End Date

You must enter the student's Course End Date (DD/MM/YYYY).

If you enter a Course End Date before the Course Start Date then this will cause a validation error on submission.

This is a mandatory field when you have provided the Course Code.

Student's Course Withdrawal Date

Please enter the Student's Course Withdrawal Date (DD/MM/YYYY). Only complete this field for students who have withdrawn from this particular course otherwise this field **MUST** be left blank.

Please enter the actual date the student withdraws from the course.

This is not the same as the course's withdrawal date.

Course EFTS Factor

You must enter the total EFTS undertaken by the student for this course. If the student withdraws from a course then this value may be 0. If there is recognition of prior learning you must enter the revised EFTS value.

This will be rounded to four decimal places.

This is a mandatory field when you have provided the Course Code.

Source of Funding

You must select the Source of Funding that relates to the students enrolment. Please use the same format as reported in SDR.

If the student has withdrawn before TEC funding can be claimed you should use source of funding code 31. This includes students who have withdrawn in the free withdraw period if you are retaining any fees relating to this course.

This is a mandatory field when you have provided a Course Code.

Course Tuition Fee (GST Exclusive \$)

You must enter the Course Tuition Fee (excluding GST) that would otherwise have been charged to the student for this course. This fee must be set at the same value as you would charge a fees-free ineligible student.

This is to exclude Compulsory Course Costs and Student Services Fees.

This is a mandatory field when you have provided the Course Code.

GST charged on the Course Tuition Fee

You must enter the GST charged on the Course Tuition Fee.

This is a mandatory field when you have provided the Course Code.

Compulsory Course Costs Fee (GST Exclusive \$)

On the same row as the Course Tuition Fee, you must enter the total of the Compulsory Course Costs (excluding GST) that would otherwise have been charged to the student for this course. This fee must be set at the same value as you would charge a fees-free ineligible student.

Compulsory Course Costs include examination fees, material charges, costs of field trips, costs associated with the compulsory purchase of equipment or books through a provider, other charges associated with a course.

This is a mandatory field when you have provided the Course Code.

GST charged on the Compulsory Course Costs Fee

You must enter the GST charged on the Compulsory Course Costs Fees.

This is a mandatory field when you have provided the Course Code.

Student Services Fees

Student Service Fees include Compulsory Student Services Fees and any other fees payable by the student that is not a Course Tuition Fee or a Compulsory Course Cost.

Fee Code

You must enter the Student Services Fee Code you use. This will usually be the code that would appear on the student invoice.

Create a new row for each Student Service Fee that a student would be charged. If there are multiple fees, please create a new row for each fee.

This is a mandatory field when you have not entered a Course Code.

Fee Description

You must enter the Fee Description you use. This describes what the fee relates to, this will usually be the description that would appear on the student invoice.

This is a mandatory field when you have entered a Fee Code.

Compulsory Student Services Fee

You must select a Compulsory Student Services Fee indicator from the dropdown box (Y/N). Yes indicates that this is a Compulsory Student Services Fee.

Compulsory Student Services Fees are charged in accordance with the Ministerial Direction (for guidance go to the document on TEC's website: Guidance for complying with the Ministerial Direction on compulsory student service fees).

Compulsory Student Services Fees may include advocacy and legal advice, careers information, advice and guidance, counselling services, employment information, financial support and advice, health services, media, childcare services, clubs and societies and sports, recreation and cultural activities.

This is a mandatory field when you have entered a Fee Code.

Student Services Fee (GST Exclusive \$)

You must enter the Student Services Fee (excluding GST).

This is a mandatory field when you have entered a Fee Code.

GST charged on the Student Services Fee

You must enter the GST charged on the Student Services Fee.

This is a mandatory field when you have entered a Fee Code.

Any explanatory comments

Please enter any additional comments.

Need further information or help?

Information on how to access and use Workspace 2 can be found on the [here](#) on the TEC website.

If you have any questions, please contact the Sector Helpdesk on 0800 601 301 or email sectorhelpdesk@tec.govt.nz

If you need any further information about Compulsory Student Services Fees, Guidance for complying with the Ministerial Direction can be found at <http://www.tec.govt.nz/assets/Archived-TEC-Now/Guidance-for-complying-with-the-Ministerial-Direction-on-compulsory-student-service-fees.pdf>

Appendix: Fees-Free All Enrolments and Costs Report

National Student Number (NSN)	Fees Free	Qualification Code	Course Code	Course Start Date	Course End Date	Student Course Withdrawal Date	Course EFTS Factor	Source of Funding	Course Tuition Fees (GST Excl \$)	GST Charged On Course Tuition Fees	Compulsory Course Cost Fee (GST Excl \$)	GST Charged on Compulsory Course Cost Fee	Fee Code	Fee Description	Compulsory Student Services Fee	Compulsory Student Services Fee (GST Excl \$)	GST Charged on Compulsory Student Services Fee



Fees Free All Enrolments and Costs

Purpose

This template collects data on your enrolled fees-free students.

For each student, represented by a National Student Number (NSN), you should enter one or more rows. A row will contain (for a particular NSN):

- A course tuition fee and/or any related compulsory course costs; and/or
- Any other fees chargeable to the student (Student Services Fees)

If the student has a course with a tuition fee but no compulsory course costs, or the other way round, then you must enter the fees and enter 0 where there is no charge.

If you have changed what you have charged a student for an item, you should report the new total charged both in terms of EFTS and dollars and cents.

For example: If you had fees of \$400.50 to report in January you would enter 400.50. At the start of February \$350.25 was refunded then in the February and subsequent reports you would enter 50.25.

If you do not have any enrolled fees-free students, we still need you to submit a blank template.

Column Definition – Report Worksheet

Student Identification

National Student Number

You must enter a valid NSN for each eligible student who is studying towards a fees-free eligible qualification.

This is a mandatory field. A blank or invalid NSN will cause a validation error on submission.

Fees Free

You must select a Fees-free indicator from the dropdown box (Y/N). Yes indicates that the student is considered as eligible for fees-free. Even if the eligible student exceeds \$12,000 you should still select Y from the dropdown box.

This is a mandatory field.

Qualification Information

Qualification Code

You must enter the Qualification Code for the student's intended qualification. Please use the same value as reported in the Single Data Return (SDR).

This is a mandatory field.

Course Code

You must enter the Course Code for the course the student has enrolled in. Please use the same value as reported in the SDR.

Create a new row for each course the student is enrolled in.

This is a mandatory field when you have not entered a Fee Code (as described below).

Course Start Date

You must enter the student's Course Start Date (DD/MM/YYYY).

The Course Start Date must begin in 2018.

This is a mandatory field when you have provided the Course Code.

Course End Date

You must enter the student's Course End Date (DD/MM/YYYY).

If you enter a Course End Date before the Course Start Date then this will cause a validation error on submission.

This is a mandatory field when you have provided the Course Code.

Student's Course Withdrawal Date

Please enter the Student's Course Withdrawal Date (DD/MM/YYYY). Only complete this field for students who have withdrawn from this particular course otherwise this field MUST be left blank.

Please enter the actual date the student withdraws from the course.

This is not the same as the course's withdrawal date.

Course EFTS Factor

You must enter the total EFTS undertaken by the student for this course. If the student withdraws from a course then this value may be 0. If the student has undertaken fewer EFTS that reported in the course register you must report the actual EFTS they are doing.

This will be rounded to four decimal places.

This is a mandatory field when you have provided the Course Code.

Source of Funding

You must select the Source of Funding that relates to the students enrolment. Please use the same format as reported in SDR.

If the student has withdrawn before TEC funding can be claimed you should use source of funding code 31. This includes students who have withdrawn in the free withdraw period if you are retaining any fees relating to this course.

This is a mandatory field when you have provided a Course Code.

Course Tuition Fee (GST Exclusive \$)

You must enter the Course Tuition Fee (excluding GST) that would otherwise have been charged to the student for this course. This fee must be set at the same value as you would charge a fees-free ineligible student. The fee entered must include all the dollars and cents. For \$0 enter 0.

This is to exclude Compulsory Course Costs and Student Services Fees.

This is a mandatory field when you have provided the Course Code.

GST charged on the Course Tuition Fee

You must enter the GST charged on the Course Tuition Fee. The GST charged must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have provided the Course Code.

Compulsory Course Costs Fee (GST Exclusive \$)

On the same row as the Course Tuition Fee, you must enter the total of the Compulsory Course Costs (excluding GST) that would otherwise have been charged to the student for this course. This fee must be set at the same value as you would charge a fees-free ineligible student. The fee entered must include all the dollars and cents. For \$0 enter 0.

Compulsory Course Costs include examination fees, material charges, costs of field trips, costs associated with the compulsory purchase of equipment or books through a provider, other charges associated with a course.

This is a mandatory field when you have provided the Course Code.

GST charged on the Compulsory Course Costs Fee

You must enter the GST charged on the Compulsory Course Costs Fees. The GST charged must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have provided the Course Code.

Student Services Fees

Student Service Fees include Compulsory Student Services Fees and any other fees payable by the student that is not a Course Tuition Fee or a Compulsory Course Cost.

Fee Code

You must enter the Student Services Fee Code you use. This will usually be the code that would appear on the student invoice as per your general ledger.

Create a new row for each Student Service Fee that a student would be charged. If there are multiple fees, please create a new row for each fee.

This is a mandatory field when you have not entered a Course Code.

Fee Description

You must enter the Fee Description you use. This describes what the fee relates to, this will usually be the description that would appear on the student invoice as per your general ledger.

This is a mandatory field when you have entered a Fee Code.

Compulsory Student Services Fee

You must select a Compulsory Student Services Fee indicator from the dropdown box (Y/N). Yes indicates that this is a Compulsory Student Services Fee.

Compulsory Student Services Fees are charged in accordance with the Ministerial Direction (for guidance go to the document on TEC's website: Guidance for complying with the Ministerial Direction on compulsory student service fees).

Compulsory Student Services Fees may include advocacy and legal advice, careers information, advice and guidance, counselling services, employment information, financial support and advice, health services, media, childcare services, clubs and societies and sports, recreation and cultural activities.

This is a mandatory field when you have entered a Fee Code.

Student Services Fee (GST Exclusive \$)

You must enter the Student Services Fee (excluding GST). The fee entered must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have entered a Fee Code.

GST charged on the Student Services Fee

You must enter the GST charged on the Student Services Fee. The GST charged must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have entered a Fee Code.

Any explanatory comments

Please enter any additional comments.



Fees-Free All Enrolments and Costs Data Validation Guide

This document sets out how we have assessed the April 2018 Fees Free All Enrolments and Costs data return. It will help you complete future fees-free reporting.

We have developed a report called Fees-Free All Enrolments and Costs Data Validation (an Excel spreadsheet) to reflect our understanding of the data you submitted in your April 2018 Fees-Free All Enrolment and Costs Return. This report is available on Workspace 2. It tells you what fees we will cover for which students.

The validated data in the report allows us to establish what our current payment liability to you is and will inform our review of indicative allocations.

You will find that the Fees-Free All Enrolments and Costs Data Validation:

- › lists all the data you submitted to us, and
- › has additional columns that tell you whether the data you submitted is valid or invalid

This guide tells you what to do if your data is invalid.

Please note:

1. This document is intended to provide advice about our payment liability to you in relation to fees-free eligible students. The Fees-Free All Enrolments and Costs Data Validation does not change the terms and conditions of funding conditions and fees-free agreement letter.
2. This report does not inform you of students who are consuming over \$12,000 (including GST) worth of study nor those students who are enrolled at more than one tertiary education organisation (TEO). Therefore, you also need to check the EDUMIS - Fees-Free Eligibility Status and Cap Limit Report-April 2018 (also on Workspace 2) for students enrolled with you who:
 - a. have consumed more than \$12,000 (including GST) worth of study in 2018, and
 - b. are enrolled in more than TEO

Description of results

Below is a description of the results you will receive (either “yes,” “no” or “not valid”).

- › If you receive a “yes” result, this is a valid cell – there is nothing further you need to do.
- › If you receive a “no” or “not valid” result, please correct the information where possible and submit the correct information in the **next round of reporting (opens 11 May and due 18 May)**. **Do not resubmit the April report.**
- › If you receive a blank result, this means that there was no validation required – there is nothing further you need to do.

If you believe we have handled data incorrectly, for example it is showing invalid where it should be valid, please contact the Sector Helpdesk on 0800 601 301 or via email at sectorhelpdesk@tec.govt.nz.

A list of the dates the data was extracted is included as the Appendix. This allows you to see when we retrieved the information, and identify any “not valid” results which may have occurred due to the timing of data retrieval and report submission.

Eligible National Student Number

Fees Free All Enrolments and Costs Data Validation	Column S
Checking Column	A
If yes	The student has been confirmed as eligible for fees-free tertiary education by TEC data sources at a specified date (please see Appendix for date).
If not valid	The student is either not eligible for fees-free tertiary education or their eligibility status is unknown. Their status may be unknown because they have not yet completed a statutory declaration or their statutory declaration has not yet been processed.
What you need to do if <i>not valid</i>:	<ul style="list-style-type: none">› Check the student’s eligibility status.› If the student’s status is “no” they are not eligible for fees-free tertiary education.› If the student’s status is “unknown” and they wish to receive fees-free support they need to complete and submit a statutory declaration. This can be accessed through the fees-free website.› If the student has submitted a statutory declaration, and received confirmation that they are eligible, an error may have occurred. Please send the student’s NSN to 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 is eligible for fees-free
If no	The source of funding is not valid for fees-free funding.
What you need to do if <i>no</i>:	<ul style="list-style-type: none">› Check the source of funding is one of those in the Single Data Return (SDR).› Only the following sources of funding are valid for fees-free: 01, 03, 22, 29, 30, 31, 32.› The code 31 should be used for early withdrawals.

Eligible Qualification Code

Fees Free All Enrolments and Costs Data Validation	Column U
Checking Column	C
If yes	The qualification is eligible to receive fees-free payments.
If not valid	The qualification is not eligible to receive fees-free payments.
What you need to do if <i>not valid</i>:	Check that the correct qualification code was entered, and the qualification is approved at 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 to receive fees-free payments.
If not valid	The course is not eligible to receive fees-free payments. An eligible course is one that: <ul style="list-style-type: none">› commences in 2018› is approved for funding by the TEC› is recognised by the New Zealand Qualifications Authority or Universities New Zealand, and› is part of a qualification on the New Zealand qualifications framework level 3 or above.
What you need to do if <i>not valid</i>:	Check that the correct course code was entered.

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	<p>The fees charged are valid for the course. This means the total of:</p> <table><tr><td><i>Course Tuition Fees (GST Excl \$)</i></td><td><i>PLUS</i></td></tr><tr><td><i>GST charged on the Course Tuition Fee</i></td><td><i>PLUS</i></td></tr><tr><td><i>Compulsory Course Cost Fee (GST Excl \$)</i></td><td><i>PLUS</i></td></tr><tr><td><i>GST charged on the Compulsory Course Costs Fee</i></td><td></td></tr></table> <p>does not exceed the tuition and compulsory course costs entered in STEO.</p>	<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>	<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Compulsory Course Costs Fee</i>	
<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>								
<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Compulsory Course Costs Fee</i>									
If no	<p>The tuition and compulsory course costs entered:</p> <table><tr><td><i>Course Tuition Fees (GST Excl \$)</i></td><td><i>PLUS</i></td></tr><tr><td><i>GST charged on the Course Tuition Fee</i></td><td><i>PLUS</i></td></tr><tr><td><i>Compulsory Course Cost Fee (GST Excl \$)</i></td><td><i>PLUS</i></td></tr><tr><td><i>GST charged on the Compulsory Course Costs Fee</i></td><td></td></tr></table> <p>are higher than those in STEO.</p> <p>You are not allowed to charge higher than what is entered in STEO. You must charge equal or lower than that entered in STEO.</p>	<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>	<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Compulsory Course Costs Fee</i>	
<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>								
<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Compulsory Course Costs Fee</i>									
What you need to do if no:	Check that the correct information was entered. If you haven't updated STEO to reflect the Annual Maximum Fee Movement for 2018 you should do so.								

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 \$1.00)
If no	<p>GST charged on the Course Tuition Fee must be within \$1.00 of:</p> <p><i>Course Tuition Fees (GST Excl \$) multiplied by 0.15</i></p>
What you need to do if no:	Check that the correct information was entered. Make sure both the Course tuition Fee (excluding GST) and the GST on Course Tuition Fees are correct

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 \$1.00)
If no	<p>GST charged on the Compulsory Course Costs Fee must be within \$1.00 of:</p> <p><i>Compulsory Course Costs Fees (GST Excl \$) multiplied by 0.15</i></p>
What you need to do if no:	Check that the correct information was entered. Make sure both the Compulsory Course Costs Fee (excluding GST) and the GST on Compulsory Course Costs Fees are correct

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 \$1.00)
If no	GST charged on the Student Services Fee must be within \$1.00 of: <i>Student Services Fees (GST Excl \$) multiplied by 0.15</i>
What you need to do if no:	Check that the correct information was entered. Make sure both the Student Services Fee (excluding GST) and the GST on Student Services Fees are correct

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. The value is equal than or less than (where you have applied Recognition of Prior Learning) the EFTS value in STEO.
If no	The EFTS value entered is more than the EFTS value in STEO.
What you need to do if no:	Check that the correct information was entered. You may need to update the EFTS value in STEO if this is out of date.
Note	This is the EFTS value undertaken by the student and not the course value in STEO.

Compulsory Student Services Fee

Fees Free All Enrolments and Costs Data Validation	Column AB
Checking Column	P
If yes	The student fee is eligible to receive fees-free payments.
If not valid	The response is not Y and therefore this fee is not eligible to receive fees-free payments.
What you need to do if not valid:	This is because you entered in the Compulsory student services fee field: <ul style="list-style-type: none">› N. This is fine; you aren't required to enter anything further into this cell.› characters that were not Y or N.› no characters into the cell
Note	We have relied on the information that you have provided about the Compulsory Student Services Fees you charge. Where you have claimed a Compulsory Student Services Fee you have attested that this fee complies with the Ministerial Direction (http://www.tec.govt.nz/teo/working-with-teos/compulsory-student-services-fees/).

Appendix: Extract date for data

Column name	Extract date
Provider Extract Date	15 April 2018
National Student Number (NSN)	2 May 2018
Qualification Code	2 May 2018
Course Code	2 May 2018
Course EFTS Factor	2 May 2018
Source of Funding (SDR Manual)	April 2018
Course Tuition Fees and Compulsory Course Cost Fee	2 May 2018



Fees-Free All Enrolments and Costs Data Validation Guide

This document sets out how we have assessed the May 2018 Fees Free All Enrolments and Costs data return. It will help you complete future fees-free reporting.

If you reported fees-free students to us in May, a report called *Fees-Free All Enrolments and Costs Data Validation – 22 May 2018* (an Excel spreadsheet) is now available on Workspace 2. If you did not report any students to us, this email is for your information only.

The report reflects our understanding of the data you submitted in your May 2018 Fees-Free All Enrolment and Costs Return. It tells you whether the fees for each student meet the fees-free criteria.

The validated data in the report allows us to establish what our current payment liability to you is and will inform our review of indicative allocations.

The Fees-Free All Enrolments and Costs Data Validation:

- › lists all the data you submitted to us, and
- › tells you whether the data meets the fees-free criteria.

This guide tells you what to do if your data does not meet the fees-free criteria.

Please note:

1. This document is intended to provide advice about our payment liability to you in relation to fees-free eligible students. The Fees-Free All Enrolments and Costs Data Validation does not change the terms and conditions of funding and the fees-free agreement letter.
2. This report does not specify students who have undertaken over \$12,000 (including GST) worth of study nor those students who are enrolled at more than one tertiary education organisation (TEO). Therefore, you also need to check the *EDUMIS - Fees-Free Eligibility Status and Cap Limit Report-May 2018* (this will also be on Workspace 2) for students enrolled with you who:
 - a. have undertaken more than \$12,000 (including GST) worth of study in 2018, and
 - b. are enrolled at more than one TEO.

Description of results

Below is a description of the results you will receive (either “yes,” “no” or “not valid”).

- › If you receive a “yes” result, this is a valid cell – there is nothing further you need to do.
- › If you receive a “no” or “not valid” result, please correct the information where possible and submit the correct information in the **next round of reporting (opens 14 June and due 20 June). Do not resubmit the May report.**
- › If you receive a blank result, this means that there was no validation required – there is nothing further you need to do.

If you believe we have handled data incorrectly, for example it is showing invalid where it should be valid, please contact the Sector Helpdesk on 0800 601 301 or via email at sectorhelpdesk@tec.govt.nz.

A list of the dates the data was extracted is included as the Appendix. This allows you to see when we retrieved the information, and identify any “not valid” results which may have occurred due to the timing of data retrieval and report submission.

Eligible National Student Number

Fees Free All Enrolments and Costs Data Validation	Column S
Checking Column	A
If yes	The student has been confirmed as eligible for fees-free tertiary education by TEC data sources at a specified date (please see Appendix for date).
If not valid	The student is either not eligible for fees-free tertiary education or their eligibility status is unknown. Their status may be unknown because they have not yet completed a statutory declaration or their statutory declaration has not yet been processed.
What you need to do if <i>not valid</i>:	<ul style="list-style-type: none">› Check the student’s eligibility status.› If the student’s status is “no” they are not eligible for fees-free tertiary education.› If the student’s status is “unknown” and they wish to receive fees-free support they need to complete and submit a statutory declaration. This can be accessed through the fees-free website.› If the student has submitted a statutory declaration, and received confirmation that they are eligible, an error may have occurred. Please send the student’s NSN to 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 funding.
What you need to do if <i>no</i>:	<ul style="list-style-type: none">› Check the Source of Funding code is recognised in the Single Data Return (SDR).› Only the following Source of Funding codes are valid for fees-free: 01, 03, 22, 29, 30, 31, and 32.› The Source of Funding code 31 should be used for early withdrawals.

Eligible Qualification Code

Fees Free All Enrolments and Costs Data Validation	Column U
Checking Column	C
If yes	The qualification is eligible to receive fees-free payments.
If not valid	The qualification is not eligible to receive fees-free payments.
What you need to do if not valid:	Check that the correct qualification code was entered, and the qualification is approved at 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 to receive fees-free payments.
If not valid	The course is not eligible to receive fees-free payments. An eligible course is one that: <ul style="list-style-type: none"> › commences in 2018 › is approved for funding by the TEC › is recognised by the New Zealand Qualifications Authority or Universities New Zealand, and › is part of a qualification on the New Zealand qualifications framework level 3 or above.
What you need to do if not valid:	Check that the correct course code was entered.

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. This means the total of: <table style="margin-left: 20px;"> <tr> <td><i>Course Tuition Fees (GST Excl \$)</i></td> <td><i>PLUS</i></td> </tr> <tr> <td><i>GST charged on the Course Tuition Fee</i></td> <td><i>PLUS</i></td> </tr> <tr> <td><i>Compulsory Course Cost Fee (GST Excl \$)</i></td> <td><i>PLUS</i></td> </tr> <tr> <td><i>GST charged on the Compulsory Course Costs Fee</i></td> <td></td> </tr> </table> does not exceed the tuition and compulsory course costs entered in STEO.	<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>	<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Compulsory Course Costs Fee</i>	
<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>								
<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Compulsory Course Costs Fee</i>									
If no	The tuition and compulsory course costs entered: <table style="margin-left: 20px;"> <tr> <td><i>Course Tuition Fees (GST Excl \$)</i></td> <td><i>PLUS</i></td> </tr> <tr> <td><i>GST charged on the Course Tuition Fee</i></td> <td><i>PLUS</i></td> </tr> <tr> <td><i>Compulsory Course Cost Fee (GST Excl \$)</i></td> <td><i>PLUS</i></td> </tr> <tr> <td><i>GST charged on the Compulsory Course Costs Fee</i></td> <td></td> </tr> </table> are higher than those in STEO. You are not allowed to charge higher than what is entered in STEO. You must charge equal or lower than that entered in STEO.	<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>	<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>	<i>GST charged on the Compulsory Course Costs Fee</i>	
<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>								
<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>								
<i>GST charged on the Compulsory Course Costs Fee</i>									
What you need to do if no:	Check that the correct information was entered. If you haven't updated STEO to reflect the Annual Maximum Fee Movement for 2018 you should do so.								

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 \$1.00)
If no	GST charged on the Course Tuition Fee must be within \$1.00 of: <i>Course Tuition Fees (GST Excl \$) multiplied by 0.15</i>
What you need to do if no:	Check that the correct information was entered. Make sure both the Course tuition Fee (excluding GST) and the GST on Course Tuition Fees are correct

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 \$1.00)
If no	GST charged on the Compulsory Course Costs Fee must be within \$1.00 of: <i>Compulsory Course Costs Fees (GST Excl \$) multiplied by 0.15</i>
What you need to do if no:	Check that the correct information was entered. Make sure both the Compulsory Course Costs Fee (excluding GST) and the GST on Compulsory Course Costs Fees are correct

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 \$1.00)
If no	GST charged on the Student Services Fee must be within \$1.00 of: <i>Student Services Fees (GST Excl \$) multiplied by 0.15</i>
What you need to do if no:	Check that the correct information was entered. Make sure both the Student Services Fee (excluding GST) and the GST on Student Services Fees are correct

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. The value is equal than or less than (where you have applied Recognition of Prior Learning) the EFTS value in STEO.
If no	The EFTS value entered is more than the EFTS value in STEO.
What you need to do if no:	Check that the correct information was entered. You may need to update the EFTS value in STEO if this is out of date.
Note	This is the EFTS value undertaken by the student and not the course value in STEO.

Compulsory Student Services Fee

Fees Free All Enrolments and Costs Data Validation	Column AB
Checking Column	P
If yes	The student fee is eligible to receive fees-free payments.
If not valid	The student fee is not eligible to receive fees-free payments.
What you need to do if <i>not valid</i>:	<p>This is because you entered in the Compulsory Student Services Fee field:</p> <ul style="list-style-type: none">› “N”: -- this is fine; you aren’t required to enter anything further into this cell› characters that were not “Y” or “N”, or› no characters into the cell.
Note	<p>We have relied on the information that you’ve provided about the Compulsory Student Services Fees you charge. Where you have claimed a Compulsory Student Services Fee you have attested that this fee complies with the Ministerial Direction (http://www.tec.govt.nz/teo/working-with-teos/compulsory-student-services-fees/).</p>

Appendix: Extract date for data

The table below shows when the data was obtained. Updates to data during May could lead in unexpected validation results. Please ensure you keep these timeframes in mind as you review your data validation report.

Column name	Extract date
Provider Extract Date <i>The date that the return was for.</i>	11 May 2018
National Student Number (NSN) <i>Our list of students that were eligible for fees-free was current on this date.</i>	22 May 2018
Qualification data <i>Our list of approved qualifications was current on this date.</i>	22 May 2018
Course data <i>Our course data (including fees and EFTS) was current on this date.</i>	22 May 2018
Source of Funding (SDR Manual) <i>The list of allowed sources of funding is from the SDR Manual with this date.</i>	April 2018



Fees Free All Enrolments and Costs

Purpose

This template collects data on your enrolled fees-free students.

For each student, represented by a National Student Number (NSN), you should enter one or more rows. A row will contain (for a particular NSN):

- A course tuition fee and/or any related compulsory course costs; and/or
- Any other fees chargeable to the student (Student Services Fees)

If the student has a course with a tuition fee but no compulsory course costs, or the other way round, then you must enter the fees and enter 0 where there is no charge.

If you have changed what you have charged a student for an item, you should report the new total charged both in terms of EFTS and dollars and cents.

For example: If you had fees of \$400.50 to report in January you would enter 400.50. At the start of February \$350.25 was refunded then in the February and subsequent reports you would enter 50.25.

If you do not have any enrolled fees-free students, we still need you to submit a blank template.

Column Definition – Report Worksheet

Student Identification

National Student Number

You must enter a valid NSN for each eligible student who is studying towards a fees-free eligible qualification.

This is a mandatory field. A blank or invalid NSN will cause a validation error on submission.

Fees Free

You must select a Fees-free indicator from the dropdown box (Y/N). Yes indicates that the student is considered as eligible for fees-free. Even if the eligible student exceeds \$12,000 you should still select Y from the dropdown box.

This is a mandatory field.

Qualification Information

Qualification Code

You must enter the Qualification Code for the student's intended qualification. Please use the same value as reported in the Single Data Return (SDR).

This is a mandatory field.

Course Code

You must enter the Course Code for the course the student has enrolled in. Please use the same value as reported in the SDR.

Create a new row for each course the student is enrolled in.

This is a mandatory field when you have not entered a Fee Code (as described below).

Course Start Date

You must enter the student's Course Start Date (DD/MM/YYYY).

The Course Start Date must begin in 2018.

This is a mandatory field when you have provided the Course Code.

Course End Date

You must enter the student's Course End Date (DD/MM/YYYY).

If you enter a Course End Date before the Course Start Date then this will cause a validation error on submission.

This is a mandatory field when you have provided the Course Code.

Student's Course Withdrawal Date

Please enter the Student's Course Withdrawal Date (DD/MM/YYYY). Only complete this field for students who have withdrawn from this particular course otherwise this field MUST be left blank.

Please enter the actual date the student withdraws from the course.

This is not the same as the course's withdrawal date.

Course EFTS Factor

You must enter the total EFTS undertaken by the student for this course. If the student withdraws from a course then this value may be 0. If the student has undertaken fewer EFTS that reported in the course register you must report the actual EFTS they are doing.

This will be rounded to four decimal places.

This is a mandatory field when you have provided the Course Code.

Source of Funding

You must select the Source of Funding that relates to the students enrolment. Please use the same format as reported in SDR.

If the student has withdrawn before TEC funding can be claimed you should use source of funding code 31. This includes students who have withdrawn in the free withdraw period if you are retaining any fees relating to this course.

This is a mandatory field when you have provided a Course Code.

Course Tuition Fee (GST Exclusive \$)

You must enter the Course Tuition Fee (excluding GST) that would otherwise have been charged to the student for this course. This fee must be set at the same value as you would charge a fees-free ineligible student. The fee entered must include all the dollars and cents. For \$0 enter 0.

This is to exclude Compulsory Course Costs and Student Services Fees.

This is a mandatory field when you have provided the Course Code.

GST charged on the Course Tuition Fee

You must enter the GST charged on the Course Tuition Fee. The GST charged must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have provided the Course Code.

Compulsory Course Costs Fee (GST Exclusive \$)

On the same row as the Course Tuition Fee, you must enter the total of the Compulsory Course Costs (excluding GST) that would otherwise have been charged to the student for this course. This fee must be set at the same value as you would charge a fees-free ineligible student. The fee entered must include all the dollars and cents. For \$0 enter 0.

Compulsory Course Costs include examination fees, material charges, costs of field trips, costs associated with the compulsory purchase of equipment or books through a provider, other charges associated with a course.

This is a mandatory field when you have provided the Course Code.

GST charged on the Compulsory Course Costs Fee

You must enter the GST charged on the Compulsory Course Costs Fees. The GST charged must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have provided the Course Code.

Student Services Fees

Student Service Fees include Compulsory Student Services Fees and any other fees payable by the student that is not a Course Tuition Fee or a Compulsory Course Cost.

Fee Code

You must enter the Student Services Fee Code you use. This will usually be the code that would appear on the student invoice as per your general ledger.

Create a new row for each Student Service Fee that a student would be charged. If there are multiple fees, please create a new row for each fee.

This is a mandatory field when you have not entered a Course Code.

Fee Description

You must enter the Fee Description you use. This describes what the fee relates to, this will usually be the description that would appear on the student invoice as per your general ledger.

This is a mandatory field when you have entered a Fee Code.

Compulsory Student Services Fee

You must select a Compulsory Student Services Fee indicator from the dropdown box (Y/N). Yes indicates that this is a Compulsory Student Services Fee.

Compulsory Student Services Fees are charged in accordance with the Ministerial Direction (for guidance go to the document on TEC's website: Guidance for complying with the Ministerial Direction on compulsory student service fees).

Compulsory Student Services Fees may include advocacy and legal advice, careers information, advice and guidance, counselling services, employment information, financial support and advice, health services, media, childcare services, clubs and societies and sports, recreation and cultural activities.

This is a mandatory field when you have entered a Fee Code.

Student Services Fee (GST Exclusive \$)

You must enter the Student Services Fee (excluding GST). The fee entered must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have entered a Fee Code.

GST charged on the Student Services Fee

You must enter the GST charged on the Student Services Fee. The GST charged must include all the dollars and cents. For \$0 enter 0.

This is a mandatory field when you have entered a Fee Code.

Any explanatory comments

Please enter any additional comments.



Fees-Free All Enrolments and Costs Data Validation Guide – June 2018

This month we have made some enhancements to data validation based on your feedback.

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

If you reported fees-free students to us in June, a report called *Fees-Free All Enrolments and Costs Data Validation – 27 June 2018* (an Excel spreadsheet) is now available on Workspace 2. If you did not report any students to us, this email is for your information only.

The data validation report reflects our understanding of the data you submitted in your June 2018 Fees-Free All Enrolment and Costs return. It tells you whether the data for each student meet the criteria.

The validated data in the report allows us to establish what our current payment liability to you is and will inform our review of indicative allocations.

The Fees-Free All Enrolments and Costs Data Validation:

- › lists all the data you submitted to us, and
- › tells you whether the data meets the criteria being tested.

This guide tells you how to fix problems with your data that does not meet the criteria.

Please note:

1. This guide provides advice about our payment liability to you in relation to fees-free eligible students. The Fees-Free All Enrolments and Costs Data Validation does not change the terms and conditions of funding and the fees-free agreement letter.
2. The report does not specify students who have undertaken over \$12,000 (including GST) worth of study nor those students who are enrolled at more than one tertiary education organisation (TEO). Therefore, you also need to check the *EDUMIS - Fees-Free Eligibility Status and Cap Limit Report-June 2018* (this will also be on Workspace 2) for students enrolled with you who:
 - a. have undertaken more than \$12,000 (including GST) worth of study in 2018, and/or
 - b. are enrolled at more than one TEO.
3. We plan to start performing data validation on student withdrawals. This will include checking both the student withdrawal date and the source of funding to ensure they are consistent.

Description of results

Below is a description of the results you will receive.

Result	Interpretation and Action Needed
Yes	This is a valid cell – there is nothing further you need to do.
Either of the following: <ul style="list-style-type: none">NoUnknown	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 payment.
Either of the following: <ul style="list-style-type: none">ErrorNot valid	Please correct the information where possible and submit the correct information in the next round of reporting (opens 11 July and due 18 July). Do not resubmit the June report.
Blank	This means that there was no validation required – there is nothing further you need to do.

If you believe we have analysed data incorrectly, for example it is showing “error” where it should be “yes”, please contact the Sector Helpdesk on 0800 601 301 or via email at sectorhelpdesk@tec.govt.nz.

A list of the dates the data was extracted is included as the Appendix. This allows you to see when we retrieved the information, and identify any results which may have occurred due to the timing of data retrieval and report submission.

Understanding Data Validation by Column

Eligible National Student Number	
Fees Free All Enrolments and Costs Data Validation	Column S
Checking Column	A
If Yes	The student has been confirmed as eligible for fees-free tertiary education by TEC data sources on the specified date (please see Appendix for date).
If Unknown	The student is currently not confirmed as eligible for fees-free payment. Action: If the student’s status is “unknown” and they wish to receive fees-free support 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. Action: The student can have this decision reviewed if they believe they meet the fees-free criteria. This can be done through the fees-free website.
What you need to know	<ul style="list-style-type: none">› 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.› If the student has submitted a statutory declaration, and received confirmation that they are eligible, an error may have occurred. Please send the student’s NSN to 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 payment.

If No The Source of Funding code is not eligible for fees-free payment.

If Error The value entered is not a valid Source of Funding code.

Action: Check the Source of Funding code is listed in the Single Data Return ([SDR](#)) Page 85, classification section.

What you need to know

- › Only the following Source of Funding codes are valid for fees-free: 01, 03, 22, 29, 30, 31, and 32.
- › The Source of Funding code 31 should be used for early withdrawals.
- › The Source of Funding code 22 should have no fees.
- › The Source of Funding code 29 should not have any tuition fees or compulsory course costs.

Eligible Qualification Code

Fees Free All Enrolments and Costs Data Validation Column U

Checking Column C

If Yes The qualification is eligible to receive fees-free payment.

If Not valid The qualification is not eligible to receive fees-free payment.

Action: Check that the correct qualification code was entered

What you need to know

The qualification must be approved at New Zealand Qualification Framework (NZQF) 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 to receive fees-free payment.

If Error The value entered is not a valid course code.

Action: Check that the correct course code was entered.

What you need to know

- An eligible course is one that:
- › commences after 1 January 2018
 - › is approved for funding by the TEC
 - › is recognised by the New Zealand Qualifications Authority or Universities New Zealand, and
 - › is part of a qualification on the NZQF level 3 or above.

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. If you haven't updated STEO to reflect the [Annual Maximum Fee Movement for 2018](#) you should do so.

What you need to know

You are not allowed to charge higher than what is entered in STEO. We check to see if the fees charged does not exceed the tuition and compulsory course costs entered in STEO.

The total fees charged is the total of:

<i>Course Tuition Fees (GST Excl \$)</i>	<i>PLUS</i>
<i>GST charged on the Course Tuition Fee</i>	<i>PLUS</i>
<i>Compulsory Course Cost Fee (GST Excl \$)</i>	<i>PLUS</i>
<i>GST charged on the Compulsory Course Costs Fee)</i>	

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 calculation.

Action: Check that the correct information was entered. Make sure both the Course tuition Fee (excluding GST) and the GST on Course Tuition Fees are correct.

What you need to know

GST charged on the Course Tuition Fee must be within 1 cent of:

Course Tuition Fees (GST Excl \$) multiplied by 0.15

This validation is for information only

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 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 Fees are correct.

What you need to know GST charged on the Compulsory Course Costs Fee must be within 1 cent of: *Compulsory Course Costs Fees (GST Excl \$) multiplied by 0.15*
This validation is for information only

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 calculation.

Action: Check that the correct information was entered. Make sure both the Student Services Fee (excluding GST) and the GST on Student Services Fees are correct.

What you need to know GST charged on the Student Services Fee must be within 1 cent of: *Student Services Fees (GST Excl \$) multiplied by 0.15*
This validation is for information only

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	The EFTS value entered is more than the EFTS value in STEO.

Action: Check that the correct information was entered. You may need to update the EFTS value in STEO if this is out of date.

What you need to know The value is equal than or less than (only where you have applied Recognition of Prior Learning) the EFTS value in STEO.

Note This is the EFTS value undertaken by the student and not the course value in STEO.

Compulsory Student Services Fee

Fees Free All Enrolments and
Costs Data Validation

Column AB

Checking Column

P

If Yes

The student service fee is eligible to receive fees-free payment.

If No

You have indicated that the student service fee is not eligible to receive fees-free payment.

If Error

Either

- The value entered was not “Y” or “N”, or
- You have indicated “Y”, but the Source of Funding code is 22, and you have entered student services fees.

Action: Enter “Y” or “N” into the field or correct student services fees for Youth Guarantee students.

What you need to know

Students taking qualifications under a Youth Guarantee enrolment (source of funding 22) cannot be charged a Compulsory Student Services Fee.

Note

We have relied on the information that you’ve provided about the Compulsory Student Services Fees you charge. Where you have claimed a Compulsory Student Services Fee you have attested that this fee complies with the Ministerial Direction (<http://www.tec.govt.nz/teo/working-with-teos/compulsory-student-services-fees/>).

Appendix: Extract dates for data

The table below shows when the data was obtained. Updates to data during June could lead in unexpected validation results. Please ensure you keep these timeframes in mind as you review your data validation report.

Column name	Extract date
Provider Extract Date <i>The date that the return was for.</i>	14 June 2018
National Student Number (NSN) <i>Our list of students that were eligible for fees-free was current on this date.</i>	25 June 2018
Qualification data <i>Our list of approved qualifications was current on this date.</i>	25 June 2018
Course data <i>Our course data (including fees and EFTS) was current on this date.</i>	25 June 2018
Source of Funding (SDR Manual) <i>The list of allowed sources of funding is from the SDR Manual with this date.</i>	April 2018

Caroline Slight

From: Caroline Slight
Sent: Thursday, 12 July 2018 10:37 AM
To: Caroline Slight
Subject: FW: FYI – the July fees-free newsletter has just been sent out

From: TEC Sector Helpdesk [<mailto:sectorhelpdesk=tec.govt.nz@mail250.suw18.rsgsv.net>] **On Behalf Of** TEC Sector Helpdesk
Sent: Monday, 9 July 2018 3:14 PM
To:
Subject: July fees-free newsletter

[View this email in your browser](#)



Welcome!

Welcome to the fees-free newsletter for July, 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

Thank you to all who attended the joint Ministry of Education and Tertiary Education Commission fees-free workshops last week. We appreciate the time commitment made to attend and value the input into possible policy adjustments and operational improvements for fees-free in 2019. The next round of workshops will be in early to mid-August.

Consumption and carryover (provider-based)

In 2018, fees-free support is capped at \$12,000 (including GST) per learner. There is no equivalent full-time student (EFTS) cap. So any learner eligible for fees-free can receive up to \$12,000 (including GST) for any eligible provider-based study they undertake in 2018.

Learners who don't use a full one EFTS in 2018 can carry forward their remaining fees-free entitlement to 2019 (or future years). This is assuming the learner hasn't consumed more than \$12,000 (including GST) worth of fees-free support. Carryover settings for 2019 are yet to be confirmed but are likely to include a dollar and EFTS component.

Eligible learners cannot “bank” their entitlement for future use

If a learner is eligible for fees-free they cannot opt to pay fees in 2018 and “bank” their entitlement for future use. Eligible learners cannot ‘opt out’ of fees-free. So any eligible learner who has a ‘yes’ eligibility status (and should be included in your fees-free returns) is automatically consuming fees-free support.

We have updated the FAQ relating to “banking” entitlement on the [TEC website](#) (see updates to the TEC website below).

Fees-free eligible learners who have paid for their fees in 2018

If, for any reason, a fees-free eligible learner with an eligibility status of ‘yes’ has been charged fees in 2018 you should include this learner in your next monthly fees-free return. Any costs paid by the learner (up to the value of \$12,000 including GST for provider-based study) will need to be refunded.

Updates to the TEC website

July and August fees-free reporting dates have been added to the [business calendar](#).

We have updated the following two [FAQs](#):

Can learners pay for some fees themselves and use their fees-free in another year?

No, learners cannot ‘bank’ their fees-free entitlement for future use. This means if they start studying or training in 2018 and are eligible for fees-free, they cannot opt to pay for some of their fees themselves and ‘bank’ some of their fees-free study to use later.

However, learners can study part-time and spread their fees-free entitlement over multiple years. See the FAQ: “Will part-time learners be eligible for fees-free?”

Will a learner still be entitled to fees-free in the future if they withdraw from their course or programme in 2018?

Provider-based study

If learners withdraw by their provider’s withdrawal date and are entitled to a full refund, then they are likely to

be eligible for fees-free next year (provided they and their course or programme still meet all the eligibility criteria).

If they withdraw after the withdrawal date, then their ongoing fees-free entitlement will depend on the EFTS and cost of fees of their study they were enrolled in.

Industry-based training and apprenticeships

If an industry trainee or apprentice withdraws from their programme in 2018, they may still be entitled to fees-free in the future. Any ongoing fees-free entitlement depends on the amount of training they completed before they withdrew.

For more information, see the FAQ on the [TEC website](#) "What are the rules around withdrawals and tuition fee refunds if a learner withdraws from their course?"

Updates to the Fees Free website

We have updated the following [FAQ](#):

I started a course(s) in 2017 that finishes in 2018, how does this affect my fees-free eligibility?

For provider-based study (with a university, institute of technology or polytechnic, wānanga or private training establishment) a course must have started in 2018 to be eligible for fees-free. So any course that has a start date in 2017 is not eligible for fees-free. Any course(s) you undertook in 2017 will count as prior study. This course start date information is given to us by your provider. If you have any questions about this please talk to your provider.

To be eligible for fees-free, you must not have previously undertaken more than half a year of equivalent full-time tertiary education (0.5 EFTS or 60 credits) at level 3 or above on the New Zealand Qualifications Framework, including tertiary education at an equivalent level in any other country. This does not apply if you are a 2017 or 2018 school leaver.

For industry training and apprenticeships, the programme must start in 2018 to be eligible for fees-free. Learners who enrolled in their programme in 2017 or earlier may not be eligible for fees-free because this will count towards prior study.

Reporting (provider-based)

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

Following the submission of your Fees Free All Enrolments and Costs return we'll send you two reports

Fees Free All Enrolments and Costs Data Validation

This report:

- lists all the data TEOs have submitted to us, and
- tells TEOs whether the data meets the criteria being tested.

A Fees Free All Enrolments and Costs Data Validation Guide accompanies this report. The guide sets out how we assessed the previous month's Fees Free All Enrolments and Costs data return.

We'll be focussing on withdrawals and related Source of Funding codes this month. You may see some changes in your validation in relation to this.

Fees Free Multiple Providers and Cap Limit

This report has had different formats and, based on feedback, it will now only include learners who use more than \$12,000 (including GST) at one or more provider. We are working on another way to inform you of all fees-free eligible learners enrolments.

This report identifies all those learners who:

- have gone over the \$12,000 (including GST) cap, and who will need to be charged by you for any fees over \$12,000 (including GST), and
- have gone over \$12,000 (including GST) with multiple providers, and who will need to be charged by you for your allocation of any fees over \$12,000 (including GST).

There will be no changes to the Fees Free All Enrolments and Costs return template until October 2018

From October, we are looking at introducing a recognition of prior learning (RPL) field in the Fees Free All Enrolments and Costs return. This will allow us to make sure EFTS values and fees are recorded correctly.

We are also looking at the best way for you to report withdrawal fees where these differ to the value of the course fees.

Any changes to the template will be explained in the relevant reporting instructions and fees-free newsletter.

Changes to the August Single Data Return (SDR) do not change the current schedule of monthly fees-free reporting

TEOs will have received information from the Ministry of Education about updates to the August SDR. These updates are outlined on the [Services for Tertiary Education Organisations \(STEO\)](#) website.

TEOs are still required to submit a monthly Fees Free All Enrolments and Costs return to Workspace 2.

Overview of fees-free reporting submission

We've seen a high success rate for TEOs submitting their monthly fees-free reporting.

Percentage of TEOs who have successfully submitted their monthly fees-free report

January	February	March	April	May	June
94.4%	95.7%	97.5%	99.4%	92.5%	99.4%

Submitting your monthly reports is important for tracking learners use of fees-free, tracking future carryover, and our ability to make future payments and calculate in year adjustments is dependent on the information provided.

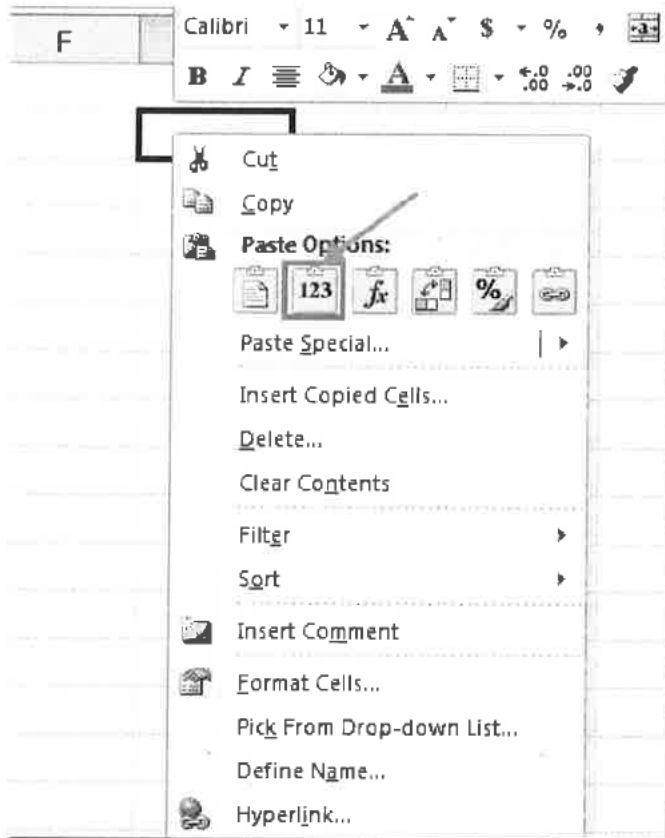
When completing your monthly fees-free report, please remember:

- Include **all** 2018 fees-free enrolments, even if the learner hasn't started study yet, i.e. because they start study later in the year.
- If including a **Student Course Withdrawal Date** this should not be a future date. A "withdrawal" is when a student ceases to be enrolled or participate in a course, programme or training scheme (regardless of whether they have been refunded any fees). The withdrawal date must be prior to the date the report is submitted.
- All **Source of Funding** codes must be eligible for fees-free payments.
 - Only the following Source of Funding codes are valid for fees-free: 01, 03, 22, 29, 30, 31, and 32.
 - The Source of Funding code 01 should have EFTS and fees entered.
 - The Source of Funding code 31 should be used for early withdrawals. This should have 0 EFTS and course tuition fees only under some circumstances.
 - The Source of Funding code 22 should have no fees.
 - The Source of Funding code 29 should not have any tuition fees or compulsory course costs.
- The **Fee Description** column may be used to describe the compulsory student services fee (if applicable). It should not be used to enter in the amount of course tuition fees or course related information.
- In the **Compulsory Student Services Fee** column please only enter 'Y' (if you do charge a compulsory student services fee) or 'N' (if you don't charge a compulsory student services fee). You may also leave the cell blank if you don't charge a compulsory student services fee.
 - If you do charge a compulsory student services fee you need to enter a dollar amount in the **Compulsory Student Services Fee (GST Excl \$)** column.
 - If you don't charge a compulsory student services fee you should leave the **Compulsory Student Services Fee (GST Excl \$)** column blank.

If copying and pasting from another source please use **Paste Values**

Our template has certain formatting and our system can only accept that formatting.

The below images show how to select **Paste Values** when pasting.



or



Has your report failed submission?

Once you submit your fees-free report it is important to check the status of the report. If submission fails, you need to call the Sector Helpdesk to help resolve the issue.

Generally, a submission will fail when a copying and pasting process overrides the templates base formatting. As noted above, please ensure you copy and paste using **Paste Values**. You must also ensure the name of the report remains the same.

Dates to diary...

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

Industry training organisations – please take note of the July dates. We will confirm the dates of future month's returns at a later stage.

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

Have any questions?

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

 We ensure New Zealand's future success.

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April 2018

Our mailing address is:
sectorhelpdesk@tec.govt.nz

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