

[View this email in your browser](#)



Kia ora!

Welcome to the Fees Free Focus for October 2022.

Please encourage all those working on fees-free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates, tips and the monthly reporting schedule. If you've received this, you're already subscribed.

If you would like to view the Fees Free newsletters from previous months, you can find them on the TEC website on the [Fees Free guidance page](#).

[Click to subscribe](#)

Important Updates and Changes

For learners wishing to access Fees Free in 2023

The eligibility criteria for 2023 has not yet been confirmed. Please advise learners wishing to access Fees Free in 2023 that they will need to wait until the criteria is available before checking their eligibility on the Fees Free website. This includes learners enrolled in TTAF eligible courses that start in 2022 and continue into 2023. Learners will need to meet the 2023 eligibility criteria to receive Fees Free for the 2023 portion of their course or programme not covered by TTAF.

Learners can contact us at customerservice@tec.govt.nz if they wish to be directly notified when the 2023 eligibility criteria becomes available.

End of the Targeted Training and Apprenticeship Fund

You must ensure that your learners are aware that the TTAF is ending on 31 December 2022, and that they will need to organise payment of fees incurred after this date. You can find the allocation rules for courses starting in 2022 and finishing in 2023 [on the TEC website](#). In most cases, payment of TTAF funding has been portioned based on the number of days that occur before 31 December 2022. Please refer to the My Targeted Training and Apprenticeships app in Ngā Kete to confirm the fees covered by the TTAF per learner.

You should be prepared to start reporting learners currently receiving TTAF for Fees Free, if the learners are eligible for Fees Free in 2023. Courses that start in 2022 will need to be reported in your 2022 returns.

Tips for Reporting Study

The most common errors we saw in the September reporting round were on EFTS against STEO. Here are some quick reminders for you:

- If a learner has withdrawn before their course or programme start date and is using no EFTS and no dollars, you do not need to report the enrolment to us.
- If you have indicated that the fees and EFTS are standard for an enrolment by entering 'No' in the Non-Standard Fee column, the EFTS you enter for that enrolment must match STEO (to four decimal places).
- You do not have to report full EFTS for a learner's enrolment in the Fees Free return if you do not wish them to use the full EFTS toward their entitlement. However, any time you are reporting EFTS and/or fees that are not the standard EFTS and/or fees for a course, you need to enter 'Other' in the Non-Standard Fee column. This includes any time you are using Source of Funding code 31.
- Any time a course enrolment is duplicated, this will also produce an error on your EFTS. Check for duplicates in the 'Comments1' column on your Data Validation report.

As always, please remember to check your September All Enrolments and Costs Data Validation report for errors before submitting your October return.

Tips for Reporting Training

Please be prepared to start reporting learners currently receiving the TTAF for Fees Free in January, if the learners are eligible for Fees Free in 2023. Please ensure that your learners and their employers are aware that the TTAF is ending on 31 December 2022, and that they will need to organise payment of fees incurred after this date.

Learners can contact us at customerservice@tec.govt.nz if they wish to be directly notified when the 2023 eligibility criteria for Fees Free becomes available.

October Reporting Schedule

For reporting provider-based study

12 October 2022	<ul style="list-style-type: none">• October Fees Free All Enrolments and Costs template available via Workspace2
13 October 2022	<ul style="list-style-type: none">• NSN extract date for the Fees Free All Enrolments and Costs return
19 October 2022	<ul style="list-style-type: none">• October Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For reporting industry training

31 October 2022	<ul style="list-style-type: none">• NSN extract date for the Fees Free Programmes and Fees return
1 November 2022	<ul style="list-style-type: none">• October Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
4 November 2022	<ul style="list-style-type: none">• October Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2

Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group

at customerservice@tec.govt.nz or 0800 601 301.

Reporting information not reaching the right person?

Please email the Customer Contact Group at customerservice@tec.govt.nz, if you need a staff member added, as a Fees Free data return contact, for your organisation. Please include their name, job title and email address. Your organisation can have more than one data return contact.

Set yourself fees-free

*Copyright © 2022 Tertiary Education Commission. All rights reserved.
October 2022*

Our mailing address is:

customerservice@tec.govt.nz

Want to change how you receive these emails?

Click here to [unsubscribe from this list](#).