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## Kia ora!

Welcome to the Fees Free Focus for February 2023.

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](#).

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## Important Updates and Changes

### Zero fee course reporting

Provider-based courses with zero fees undertaken on or after 1 January 2023 will no longer use a learner's Fees Free entitlement, or be counted against learner eligibility for future years. This includes courses that have zero tuition fees and zero compulsory course costs for all learners enrolled in the course, and does not include courses that have fees but have been covered by a scholarship, student loan, employer, or another zero fees scheme (unless otherwise specified).

You do not need to report zero fee courses to us in your All Enrolments and Costs returns.

Please check that you have either:

- updated the course fees in STEO to reflect the actual and usual fees charged to your learners, or
- if a course temporarily has zero fees, report the course to us in the 'List of zero fee courses – Fees Free reporting' spreadsheet uploaded to Workspace 2 on 8 February.

This ensures that where a zero fee course is reported to us we can correctly exclude it from learner entitlement use.

### Wash ups for 2022

Information on the 2022 wash-up methodology can now be found on the [TEC website](#). Most funding wash-ups will be calculated in March 2023, with recovery or payments occurring 3 April 2023. Wash-up/offset letters will be sent no later than 16 March 2023 (10 working days before 1 April 2023).

You will receive your *Fees Free Remittance* and/or *Multiple Providers and Cap Limit* report in due course,

confirming final allocation for each of the eligible learners you have reported to us in your December return.

While you may still resubmit your December returns to update or correct data, please be aware that these changes may not be included in your final wash-up calculation at this time. Your 2022 allocation may be adjusted at a later date to accommodate any reporting changes, per usual process.

If you have any concerns about your final 2022 allocation or need assistance with your returns, please contact us on 0800 601 301 or at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz).

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## Tips for Reporting Study

Thank you for your December All Enrolments and Costs submissions. As part of the wash-up process we'll be completing a reconciliation of December 2022 Fees Free data against the data submitted in your December Single Data Return (SDR). We use National Student Number, Course Code, Course Start Date, and Source of Funding Code to match enrolments between the returns. If any enrolments cannot be matched to the Fees Free returns, we will provide you with a list of these enrolments and ask you to submit the fee information to us. It's important we collect information on all eligible enrolments so that we can accurately calculate your allocation and track learner entitlement use.

In your February 2023 return you will only be able to submit enrolments with a start date in 2023. If you identify any eligible enrolments with a 2022 start date that have been missed off your December return, please contact us on 0800 601 301 and ask for your December 2022 return to be set to revise.

The Fees Free All Enrolments and Costs Return Guide has been updated for 2023, and can be found [on the TEC website](#). We encourage you to use this if you need any guidance filling in your templates.

### **Annual Maximum Fee Movement 2023:**

We have introduced a tolerance in the Fees Free validation that allows you to report higher fees under the [Annual Maximum Fee Movement](#), while you are updating your course fees in STEO. This tolerance will be removed at the end of April, so please ensure all of your fees have been updated in STEO before then to avoid errors in your future reporting

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## Tips for Reporting Work-based Learning

Thank you for your December Fees Free Schedule of Fees and Programmes and Fees submissions. All enrolments will be checked against the Industry Training Register (ITR) to determine your final 2022 allocation, so please ensure that the ITR has been updated before the deadline on 31 March 2023.

Remember that you need to provide an updated Schedule of Fees for 2023, if you have not already done so, to allow us to validate your 2023 Programmes and Fees returns.

A guide for reporting work-based learning in 2023 can be found [on our website](#), and we encourage you to use this if you need any guidance filling out your templates.

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## February Reporting Schedule

### **For reporting provider-based study**

8 February 2023	<ul style="list-style-type: none"><li>February Fees Free All Enrolments and Costs template available via Workspace 2</li></ul>
9 February 2023	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free All Enrolments and Costs return</li></ul>
15 February 2023	<ul style="list-style-type: none"><li>February Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace 2</li></ul>

## For reporting work-based learning

28 February 2023	<ul style="list-style-type: none"><li>• NSN extract date for the Fees Free Programmes and Fees return</li></ul>
1 March 2023	<ul style="list-style-type: none"><li>• February Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace 2</li></ul>
6 March 2023	<ul style="list-style-type: none"><li>• February Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace 2</li></ul>

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## Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at [customerservice@tec.govt.nz](mailto: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](mailto: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.

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Set yourself fees-free



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**Our mailing address is:**

[customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

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