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## Kia ora!

Welcome to the Fees Free Focus for March 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

### Checking the Fees Free content on your website

We're currently working through some of the Fees Free and TTAF related content on tertiary organisation websites to ensure that your learners are receiving accurate and up to date information about these funds. We may be in touch to ask you to make changes to your website.

Please help us by checking and updating your website content using the Fees Free Marketing Toolkit. Remember to provide a link to [www.FeesFree.govt.nz](http://www.FeesFree.govt.nz) and ensure any qualifications still advertised as free under the TTAF in 2023 are updated.

[Check out the Fees Free Marketing Toolkit now.](#)

### Wash ups for 2022

You will now have received your *Fees Free Remittance* and/or *Multiple Providers and Cap Limit* reports for December 2022, confirming final allocation for each of the eligible learners you have reported to us in your December return. You will also have received your final wash-up letter for 2022 via Workspace 2. Most funding recoveries or payments will occur on 3 April 2023.

While final wash-up information has already been provided to you, you are still encouraged to resubmit your December returns to update or correct data if needed. Your 2022 allocation may be adjusted at a later date to accommodate any reporting or eligibility 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).

### **Reminder about learners transitioning from TTAF**

Any learner who undertook their first tertiary study or training using the Targeted Training and Apprenticeship Fund (TTAF) and is now looking to access Fees Free, will need to check their Fees Free eligibility for the 2023 calendar year. This includes when a learner started their study or training programme in 2021 or 2022.

Learners who started accessing Fees Free before using TTAF will have a starter status, and will be able to continue using Fees Free in 2023 if they have remaining entitlement available. A full list of eligible learners with remaining entitlement for 2023 can be found on Workspace 2 on your shared documents page.

### **General reporting reminders**

- You don't need to wait until the due date to submit your returns. You may submit at any time during the reporting round - the sooner the better!
- Sometimes documents fail to submit in Workspace 2 due to formatting errors. Remember to check back in to make sure your submission has been submitted successfully before the round closes.
- If you have no eligible enrolments or fees to report, please submit a blank return. This will let us know that you have no Fees Free eligible enrolments, and we won't need to follow up with you to check.
- If you are unable to submit your return at any time due to illness or leave (or cyclones!) please let us know. We may be able to submit your previous data again for you to ensure your learner's allocations and entitlement use remain in place.

If you need any assistance with your returns, please use the [guidance documents available on the TEC website](#), or 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**

### **2022 Wash ups**

As part of the wash-up process we have completed 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 of your SDR enrolments could not be matched to the Fees Free returns, we provided you with a list of these enrolments and ask you to resubmit your December 2022 All Enrolments and Costs and provide the fee information to us.

### **2023 returns**

The most common error in the February returns was mismatches against STEO.

STEO course records are now year bound, which means that a new version of a course must be created for each calendar year, rather than updating the same version of the course each year. To help TEOs with this change, TEC has already created new 2023 versions of courses in STEO. This was done in June 2022, using the existing course information on the 2022 record at the time.

TEOs need to ensure that the 2023 records are updated with the correct 2023 fees and EFTS information. We recommend you make these updates as soon as possible. While the information in STEO is out of date, your 2023 Fees Free reporting may not pass validation.

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## **Tips for Reporting Work-based Learning**

### **2022 Wash-ups**

Remember that all 2022 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.

### **2023 returns**

Thank you for your February Fees Free Schedule of Fees and Programmes and Fees submissions.

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. If you did not provide a Schedule of Fees for 2023, we will not have allocated funding to you for your January or February returns.

Please check your remittance reports for confirmation of allocation, and for further information on any errors or concerns. In January, the most common errors were mismatches on the Source Enrolment ID (which checks against the ITR) and the programme fee Unique ID (which checks against your Schedule of Fees). If you had errors in a previous return, you can submit the fee again with corrections the following month.

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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## March Reporting Schedule

### For reporting provider-based study

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

### For reporting work-based learning

31 March 2023	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free Programmes and Fees return</li></ul>
3 April 2023	<ul style="list-style-type: none"><li>March Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace 2</li></ul>
6 April 2023	<ul style="list-style-type: none"><li>March 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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March 2023

**Our mailing address is:**

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

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