



Kia ora!

Welcome to the fees-free newsletter for February, with tips to help make fees-free easier for you, and easier for your learners.

Please encourage all those working on fees-free enrolments and reporting in your organisation to subscribe to this newsletter and receive updates directly.

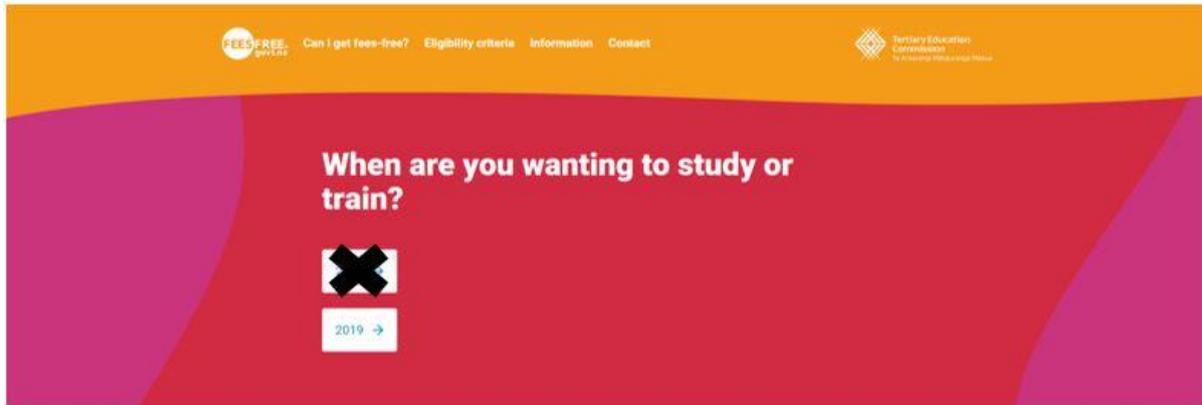
If you'd like to view fees-free newsletters from previous months, these are available on the [TEC](#) website.

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Fees Free website – the 2018 study/training year option will soon be removed

Soon learners will only be able to select 2019 as the year they are wanting to study or train.

We will be proactively identifying learners who have submitted a 2019 statutory declaration but undertook eligible study and/or training in 2018. Any study or training undertaken by these learners in 2018 will count for fees-free entitlement use but cannot be paid for by the TEC.



What you need to do

Please advise learners who are unsure about their 2018 eligibility status but who undertook eligible study and/or training in 2018 to contact us at feesfree@tec.govt.nz.

If a learner was eligible in 2018 but you didn't report their study or training, we will identify this and work with you to address this.

When a learner meets the eligibility criteria in-year

Most learners eligible for fees-free in 2019 are eligible as at 1 January 2019. However, there will be some learners who only become eligible after 1 January 2019, for example, if they hold a residence class visa and meet the requirements to have lived in New Zealand for at least three years after 1 January 2019.

What you need to do

Please include all eligible learners in the relevant fees-free returns. We will then confirm the date at which they became eligible, the amount of fees-free entitlement they're entitled to and the allocation we are making to you for them through the *Fees Free All Enrolments and Cost Validation* report.

When a learners' eligibility status changes to 'Yes' after they've enrolled in a training programme (industry training organisations)

If a learner enrolls in an industry training programme and, at the time of their enrolment, they meet the eligibility criteria but their 2019 industry training eligibility status is 'Unknown' and later changes to 'Yes,' you can invoice us for all the training undertaken from 1 January 2019.

For example, a learner with an 'Unknown' eligibility status enrolled in a training programme on 14 January. They were eligible as at 1 January 2019 but only submitted a statutory declaration in March. When you submit your March invoice in April, include all fees-free eligible fees from 1 January 2019. You should refund the learner or their employer any fees they have paid for eligible programmes.

Please note, the above doesn't apply if the learner started eligible training or study in 2018. If a learner was eligible in 2018 and undertook eligible study and/or training but failed to submit a 2018 statutory declaration prior to 1 January 2019 they need to contact us at feesfree@govt.nz.

Consumption (use)

Fees-free consumption is how much fees-free entitlement a learner has used.

- For provider-based study, this is how many dollars and EFTS a learner has used.
- For industry training, this means how many dollars a learner has used and months a learner has been active for.

Monthly Fees Free All Enrolments and Costs returns give us consumption data

We know how many EFTS, fees-free payments and months' eligible learners have consumed through providers' monthly returns. Because we only receive these returns monthly, we don't have real time data on eligible learner's consumption.

Learners may want to know how much fees-free entitlement they've used for several reasons

Learners may want to know if they have fees-free entitlement to carryover, how much carryover they're entitled to, to assess future study beyond 2019 and/or for financial planning purposes.

Providers

While you (as the provider) can tell learners what *you* report in the monthly fees-free returns (how much study they have done), only the TEC can provide complete consumption details to learners. To find out how much fees-free they've consumed, learners can contact the fees-free helpline at 0800 687 775 or email feesfree@tec.govt.nz.

Industry training organisations

We're advising learners to contact their industry training organisation to find out how many months they've been active for. Learners can also contact the fees-free helpline at 0800 687 775 or email feesfree@tec.govt.nz.

How to check whether a 2018 Starter has fully consumed their fees-free entitlement

The *NSNs Consuming Fees Free in 2018* report lists all National Student Numbers (NSNs) who have a '2018 starter' (8) status (that is, they have undertaken eligible study and/or training in 2018).

The report states whether the NSN has fully consumed their fees-free entitlement (consumed) or whether they have some fees-free entitlement to carry forward (carryover). The report also states whether the learner was enrolled at more than one TEO.

A few things to note about the report:

- The report is based off monthly Fees Free returns. There are a number of scenarios, including 2018 eligibility changes, which may affect the learner's consumption. As a result, the report is dynamic and should be checked regularly.
- Due to privacy requirements, we can't specify the amount of equivalent full-time student (EFTS), fees-free payments or months consumed. While we can tell you if a learner is, or has been, enrolled at more than one TEO, we can't specify which TEOs.

Where to find the report

The report is located in Workspace 2, in the Notices section.

Invoicing eligible learners (tertiary education institutions only)

While you are able to invoice learners with a 2019 'Yes' or '2018 Starter' eligibility status, you are **not** able to request payment from them where they have fees-free entitlement remaining.

Please see above for how to check whether a 2018 Starter has fully consumed their fees-free entitlement.

When invoicing a 2018 Starter

Where possible, please indicate to learners that the amount they're being invoiced may change depending on how much carryover they're entitled to.

Reporting Providers

February Fees Free All Enrolments and Costs return

Report only 2019 course start dates.

The February return will be the first return with only 2019 data. This return should not include any courses which started in 2018.

You must report all courses starting in 2019 for all learners with a Yes (Y) or 2018 Starter (8) eligibility for providers in 2019, including where a learner has fully consumed their fees-free entitlement.

Updates to template and validation

- You'll only be able to enter courses that start in 2019.
- You can't enter a withdrawal date before 1 January 2018.
- We'll include in the February Fees Free All Enrolments and Costs Validation return the date the NSN became eligible for fees-free. Most learners will be eligible for fees-free from 1 January 2019. However, some learners may become eligible in-year, e.g. after 1 January 2019. It's important to identify these learners as they're only eligible to receive fees-free support (payments) for any courses which start on or after the date they become eligible.

Final wash-up

We're currently completing a wash-up of 2018 data. This is based off the January Fees Free All Enrolments and Costs return. This will be available to providers by 18 February 2019. It will only be available to those who submitted their December Single Data Return (SDR) on or before 31 January 2019. If you did not meet the SDR due date, we'll write to you separately to advise of the impact on the wash-up process and future schedule fees-free payments.

2018 Starter payment allocation for 2019

If you reported 2019 enrolments for 2018 Starters with carry-over in December we provided you with payment allocations for these learners in early January.

If you reported 2019 enrolments for 2018 Starters with carry-over in January we will provide you with payment allocations for these learners by 18 February. This is provided that you submitted your December SDR on or before 31 January 2019.

We have written to providers who did not meet the SDR reporting due date to advise them of the impact on the 2018 starter payment allocation process.

Industry training organisations

New fees-free reporting system – your first invoice was due Thursday 7 February

From February, you're required to submit an invoice by the fourth working day of the month. This applies every month. You're also required to submit a Fees Free ITO Programmes and Fees return.

We'll be comparing these returns against the ITO Schedule of Fees you've provided. If you haven't uploaded your ITO Schedule of Fees and your withdrawal and transfer policy to Workspace 2 we can't verify your invoice. This is likely to result in a delay to paying any invoices submitted by you.

Final wash-up

We're currently completing an interim wash-up of 2018 data. This is based on the return you submitted in January.

We'll be doing a final wash up following the finalisation of data for 2018 (as reported in the ITR) in April. Once the ITR has been updated at the end of March we'll identify any discrepancies and work through these with you.

Reporting schedule

Providers

13 February	February <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
14 February	Extract date for February <i>Fees Free All Enrolments and Costs</i> return
20 February	February <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
13 March	March <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
14 March	Extract date for March <i>Fees Free All Enrolments and Costs</i> return
20 March	March <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
16 April	April <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
15 April	Extract date for April <i>Fees Free All Enrolments and Costs</i> return
29 April	April <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2
15 May	May <i>Fees Free All Enrolments and Costs</i> template and instructions sent to you via Workspace 2
16 May	Extract date for May <i>Fees Free All Enrolments and Costs</i> return
22 May	May <i>Fees Free All Enrolments and Costs</i> return due to TEC by uploading to Workspace 2

Industry training organisations

End January	Fees Free ITO invoicing starts
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sectorhelpdesk@tec.govt.nz

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