



Fees-free: How to check the amount of fees-free allocated to each learner

This document guides you in how to check whether a 2018 Starter has fully consumed their fees-free entitlement and, where they haven't, how to check the amount of fees-free allocated to them.

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

1. Go to your Workspace 2.
2. Select **NSNs consuming fees-free entitlement** under the Notices heading.
3. Open the *NSNs Consuming Fees Free in 2018* report.

This report lists all National Student Numbers (NSNs) who have a '2018 starter' (8) status, that is, they undertook 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 (**carry-over**). The report also states whether the learner was enrolled at more than one tertiary education organisation (TEO) in 2018.

A few things to note about the report:

- › The report is based off monthly *Fees Free All Enrolments and Costs* 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.

You need to report all eligible learners whether or not they are fully consumed

1. You should include all learners with a status of "Y" or "8" with a course starting in 2019 in your monthly *Fees Free All Enrolments and Costs* returns.
2. We'll then allocate all or part of your fee claim for the learner.

How to check the amount of fees-free allocated to each learner

1. Go to your Workspace 2.
2. Go to the **My Documents** page.

3. Open the most recent *Fees Free Multiple Providers and Cap Limit Report*.

This report identifies learners who are enrolled to commence study with you in 2019 and their remaining fees-free entitlement is less than their total 2019 fees. This may be because they are a 2018 Starter and have consumed more than \$12,000 (including GST) and/or 1 EFTS (the lesser) of fees-free study and/or training.

4. You will need to check if a NSN is included in this report.

If it is then the **Maximum Fees-Free Allocation Including GST** column states the learners' fees-free entitlement which has been allocated to your organisation. You can charge the learner for any amount over this.

If it isn't in the report but the learner has carry-over (as identified in the *NSNs Consuming Fees Free in 2018* report) they are not shown in this report. This means:

- › they have not yet fully consumed their full entitlement
- › we've allocated your full fees claim to you, subject to validation of the data you have reported,
- › the learner still has some carry-over remaining.

Please note that payment of any amount is subject to validation of the data submitted and/or updates in Services for Tertiary Education Organisations (STEO).



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