Kia ora!

Welcome to the Fees Free Focus for August 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.

Remember to check the TTAF eligibility of your qualifications
With the Targeted Training and Apprenticeships Fund coming to and end on 31 December 2022, it's important to check that you have received approval for all qualifications that you believe meet the TTAF eligibility criteria. To receive funding, you must have submitted a request to the TEC, even if the qualification is already listed on the TTAF list of Qualifications and Programmes.

If you're unsure whether your organisation has received approval for a qualification, contact your Relationship Advisor or the Customer Contact Group for assistance.

Tips for Reporting Study

This month the reporting round will be open for an additional week to allow you to time to submit your Fees Free report alongside your Single Data Return (SDR).

This is a good opportunity for you to check that all of the Fees Free eligible enrolments in your SDR are added to your Fees Free return, and that all of the enrolment information in your Fees Free return matches the information in the SDR. Enrolments must match on National Student Number, Course Code, Course Start Date, and Source of Funding Code. Any enrolments that do not match at the end of the calendar year will be excluded from your final allocations.

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

Tips for Reporting Training

Thank you for your continued submissions of fees-free data. We have had very little feedback to provide to you in recent months as the data submitted has been error-free and accurate, which we greatly appreciate.

August Reporting Schedule

For reporting study

10 August 2022	• August Fees Free All Enrolments and Costs template available via Workspace2
11 August 2022	• NSN extract date for the Fees Free All Enrolments and Costs return
24 August 2022	• August Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For reporting industry training

31 August 2022	• NSN extract date for the Fees Free Programmes and Fees return
1 September 2022	• August Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
6 September 2022	• August 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

Our mailing address is:
customerservice@tec.govt.nz

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