# Application for exception to the Annual Maximum Fee Movement

## How to prepare your proposal

Please read the application guidelines carefully before completing this template. The guidelines, other application templates and further information onexceptions to the Annual Maximum Fee Movement (AMFM) are available at:

[Delivery at Levels 3–7 (non-degree) on the New Zealand Qualifications and Credentials Framework and all industry training (DQ3-7)](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/dq3-7/funding-payments-and-learner-fees/)

[Delivery at Level 7 (degree) and above on the New Zealand Qualifications and Credentials Framework (DQ 7+)](https://www.tec.govt.nz/funding/funding-and-performance/funding/fund-finder/dq7-plus-fund/funding-payments-and-learner-fees/)

There are two parts to this application:

* **Part 1:** Organisation information and declaration
* **Part 2:** Exception criteria

Please complete both parts of this template. Include all relevant information, including reference to any supporting evidence you’re submitting alongside the application form.

We also expect evidence that you have advised the relevant student body of this application. For more on this, see the application guidelines.

### Financial data template

You need to complete the financial data template alongside this template. List all course codes that are part of your application, along with the requested course fee cost. This will be applicable if we only grant an AMFM exception for some of the courses in your application.

[Financial data template](https://www.tec.govt.nz/assets/Forms-templates-and-guides/AMFM-2024-Application-for-exceptions-Financial-data-template.xlsx)

### Courses requested for an exception

There is a limit to the number of courses a TEO can request an exception for each year, depending on the number of equivalent full-time students (EFTS) enrolled. Please see the application guidelines for more information on the limits.

## How we will assess your proposal

Your application will be assessed against the following AMFM exception criteria:

* **Criterion one: Financial sustainability.** You can demonstrate that it is financially unsustainable to deliver the course, in terms of the cost of delivering the course and taking into account the total income the course would generate (including government funding and tuition fees), and that there are no satisfactory alternatives to limit costs;
* **Criterion two: Alignment to the 75thpercentile**. The existing fees for the course are no more than the 75th percentile of the range of fees charged for similar courses; and
* Any two of the following criteria:
  + **Criterion three: Completion rate meets or exceeds the sector rate.** Where the course is part of a programme at Levels 3–7 and 7 and above on the New Zealand Qualifications and Credentials Framework (NZQCF) that has been delivered previously, the programme has a cohort-based completion rate that meets or exceeds the median performance benchmark for that NZQCF level in the previous year;
  + **Criterion four: The course is in some way unique or special.** You can demonstrate that the course is in some way unique or special, for example, that there are no available local alternatives; and
  + **Criterion five: Alignment to government priorities.** Not allowing an exception will prevent you from making a significant contribution to the achievement of one or more of the Government’s priorities, as set out in the current Tertiary Education Strategy.

The application guidelines provide detail on what information we expect to see in your application and how we will assess the information you provide against the assessment criteria. You are responsible for providing the information we request and any further information you consider appropriate to support your application.

We may consider information that is not in your application, and we may seek to verify anything contained in your application. We will also consider submissions from relevant student bodies in relation to the assessment criteria.

## How to submit your proposal

Email this application template, the financial data template, and any other relevant supporting information, to our Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz) with the subject line **[EDUMIS] – AMFM exception application**.

Please also ensure that your chartered accountant has forwarded the attestation form directly to us.

# Part 1: Organisation Information and Declaration

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| --- | --- |
| **Organisation details** | |
| 1.1 Legal name |  |
| 1.2 EDUMIS number |  |
| 1.3 Trading name *(if applicable)* |  |

|  |  |
| --- | --- |
| **Lead contact details**  *This is the person we will contact for more information if required. This person will also receive the outcome notification.* | |
| 1.4 Name |  |
| 1.5 Role or position within the organisation |  |
| 1.6 Phone |  |
| 1.7 Mobile |  |
| 1.8 Email |  |
| 1.9 Outcome notification email addresses  *Please list all emails you would like to receive notification of the outcome.* |  |

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| **Declaration**  *For tertiary education institutions (TEIs), the application. must be authorised and signed by a delegated authority of the TEI’s Council. For private training establishments (PTEs), the application must be authorised and signed by the Chief Executive or Board Chair.* | |
| I declare that to the best of my knowledge the information given in this application is true and correct. | |
| Signature |  |
| Name and position |  |
| Date |  |

# Part 2: Exception Criteria

Please provide written responses for each of the questions below

Please note that this template has links to the questions that relate to criterion two and criterion three. You will provide the information required to assess them in the financial data template.

## Criterion one: Financial sustainability

*You can demonstrate that it is financially unsustainable to deliver the course, in terms of the cost of delivering the course and taking into account the total income the course would generate (including government funding and tuition fees), and that there are no satisfactory alternatives to limit costs.*

We require detailed information regarding the specific courses for which you are seeking an AMFM exception, as well as your overall financial position. Please provide this information in the financial data template, which you need to submit alongside this application form.

[Financial data template](https://www.tec.govt.nz/assets/Forms-templates-and-guides/AMFM-2024-Application-for-exceptions-Financial-data-template.xlsx)

Please provide the following, at the level of the course or qualification, department, division or TEO (whichever is appropriate for the application):

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| **2.1** Explain the factors that cause costs to be unsustainable without an increase in revenue. |  |
| **2.2** The current fees charged for similar courses by your organisation and other TEOs, and explain any significant difference.[[1]](#footnote-1) |  |
| **2.3** Describe the financial impact of running the course without the proposed fee increase. |  |
| **2.4** Describe the financial impact of not running the course at all (on the basis of what you would do instead if you did not run the course). |  |

## Criterion two: Alignment to the 75th percentile.

## *The existing fees for the course are no more than the 75th percentile of the range of fees charged for similar courses.*

The information required to respond to **criterion two** will be provided in the financial data template, not this template. The application guidelines explain the information we expect to see in your application and how we will assess it against the criteria.

[Financial data template](https://www.tec.govt.nz/assets/Forms-templates-and-guides/AMFM-2024-Application-for-exceptions-Financial-data-template.xlsx)

## Criterion three: Completion rate meets or exceeds the sector rate.

## *Where the course is part of a programme at Levels 3–7 and 7 and above on the New Zealand Qualifications and Credentials Framework (NZQCF) that has been delivered previously, the programme has a cohort-based completion rate that meets or exceeds the median performance benchmark for that NZQCF level in the previous year.*

The information required to respond to **criterion three** will be provided in the financial data template, not this template. The application guidelines explain the information we expect to see in your application and how we will assess it against the criteria.

[Financial data template](https://www.tec.govt.nz/assets/Forms-templates-and-guides/AMFM-2024-Application-for-exceptions-Financial-data-template.xlsx)

## Criterion four: The course is in some way unique or special

*You can demonstrate that the course is in some way unique or special, for example, that there are no or very few similar courses to compare fees with.*

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| **2.5** What is unique or special about the course? |  |
| **2.6** Provide evidence of the uniqueness or scarcity of national or alternative regional provision. (You can attach evidence.) |  |
| **2.7** What is the evidence that the course is required by local employers and other stakeholders? |  |
| **2.8** What will be the likely impact on stakeholders if the course can no longer be offered? |  |
| **2.9** What alternatives are there if this course can no longer be offered? |  |

## Criterion five: Alignment to government priorities

*Not allowing an exception will prevent you from making a significant contribution to the achievement of one or more of the government’s priorities, as set out in the current Tertiary Education Strategy.*

The TES priorities are:

* Ensure places of learning are safe, inclusive and free from racism, discrimination and bullying.
* Have high aspirations for every learner/ākonga, and support these by partnering with their whānau and communities to design and deliver education that responds to their needs, and sustains their identities, languages and cultures.
* Reduce barriers to education for all, including for Māori and Pacific learners/ākonga, disabled learners/ākonga and those with learning support needs.
* Ensure every learner/ākonga gains sound foundation skills, including language, literacy and numeracy.
* Meaningfully incorporate te reo Māori and tikanga Māori into the everyday life of the place of learning.
* Develop staff to strengthen teaching, leadership and learner support capability across the education workforce.
* Collaborate with industries and employers to ensure learners/ākonga have the skills, knowledge and pathways to succeed in work.
* Enhance the contribution of research and mātauranga Māori in addressing local and global challenges.

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| **2.10** How is the course aligned to the government’s priorities, as set out in the TES? |  |
| **2.11** To what extent, and why, would your ability to contribute to the TES be affected if an AMFM exception is not granted? |  |

1. For comparisons, refer to [Which Course Where](http://www.whichcoursewhere.govt.nz/). [↑](#footnote-ref-1)