# Exception to fee limits for new course fees – application template

## How to prepare your proposal

Please read the application guidelines carefully before completing this template. The guidelines and further information onexceptions to fee limits for new course fees can be found on our website.

[Delivery at Levels 3–7 (non-degree) on the New Zealand Qualification 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/)

[Exception to fee limits for new course fees – Application guidelines and application assessment information](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Exception-to-fee-limits-for-new-course-fees-Application-guidelines-and-assessment-information.pdf)

There are two parts to this application:

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

Please complete all parts of this application template. You should include all relevant information, including reference to any supporting evidence you’re submitting.

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. The financial data template is used to list all course codes that are part of your application, along with the requested course fee. These will be used if we grant an exception for only part of this application. Attach the completed financial data template to this one when you submit it.

[Financial data template](https://www.tec.govt.nz/assets/Forms-templates-and-guides/Exception-to-fee-limits-for-new-course-fees-Financial-data-template.xlsx)

## How we will assess your proposal

Your application will be assessed against the following exception criteria:

* **Criterion one:** The course would not be financially viable without a higher fee.
* **Criterion two:** Where the course is part of a qualification at Levels 3-7 and 7 and above on the 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 three:** You can demonstrate that the course is in some way unique or special, for example, there are no or very few similar courses to compare fees with.
* **Criterion four:** The course is aligned to Government priorities as set out in the Tertiary Education Strategy.

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.

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 the relevant student bodies in relation to the assessment criteria.

## How to submit your proposal

Dates for submissions can be found in the guidelines. Email this application template and the financial data template to our Customer Contact Group at [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz), with the subject line **[EDUMIS] – Exception to fee limits for new course fees application**.

# Part 1: Organisation information and declaration

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

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

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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**

### Criterion one: Financial viability

*The course(s) would not be financially viable without a higher fee*.

Alongside the financial data template, please also provide, at the course and/or qualification level (whichever is appropriate):

|  |  |
| --- | --- |
| **2.1** An explanation of the factors that cause costs to be unsustainable without an increase in revenue |  |
| **2.2** The fees charged for similar courses by your organisation and other TEOs, and an explanation for any significant differences |  |
| **2.3** The financial impact of running the course(s) without the additional fees |  |
| **2.4** The financial impact of not running the course(s) at all (what you would do instead if you did not run the course) |  |

### Criterion two:

*Where the course is part of a qualification at Levels 3-7 and 7 and above on the 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 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/Exception-to-fee-limits-for-new-course-fees-Financial-data-template.xlsx)

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

*The tertiary education organisation (TEO) can demonstrate that the course(s) 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(s)? |  |
| **2.6** Provide evidence that demonstrates the course(s) uniqueness, or scarcity of national or alternative regional provision. (Attach evidence as required.) |  |
| **2.7** What is the evidence that it is required by local employers and other stakeholders? |  |
| **2.8** What is the likely impact if the course(s) is not offered? |  |
| **2.9** What alternatives are there if the course(s) is not offered? |  |

### Criterion four: Aligned to government priorities

*The course is aligned to Government’s priorities, as set out in the Tertiary Education Strategy (TES).*

Make a case under one or more of the following priorities, as appropriate:

* 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(s) aligned to Government’s priorities, as set out in the TES? |  |
| **2.11** How will you ensure that fees higher than the 75th percentile will not negatively impact on any aspects of the TES? |  |