

Ministerial Direction on Compulsory Student Services Fees for 2014

Pursuant to sections 227A(1) and 235D(1) of the Education Act 1989, I give the following direction to institutions and private training establishments (together referred to in this direction as “providers”):

Objective

1. The objective of the direction is to ensure accountability in the use of compulsory fees for student services.

Coverage

2. All providers that charge a compulsory student services fee to domestic students must comply with the provisions of this direction.

Effective date

3. Providers must give effect to this direction as soon as reasonably practicable after **15 January 2014**.

Decision-making

4. Providers must establish adequate arrangements for decisions to be made jointly, or in consultation with the students enrolled at the provider, or their representatives, on the following matters:
 - (a) The maximum amount that students will be charged for student services; and
 - (b) the types of services to be delivered (within the categories set out under paragraph 9 of this direction); and
 - (c) the procurement of these services; and
 - (d) the method for authorising expenditure on these services.

Accounting for the use of compulsory student services fees

5. Providers must either hold compulsory student services fees in a separate bank account, or ensure that all income and expenditure associated with the provision of such services is separately accounted for in the provider’s accounting system.

Reporting on compulsory student services fees

6. Institutions must provide information on compulsory student services fees through their annual report or in the case of registered private training establishments through a written report to students.
7. Institutions and registered private training establishments must include the following information in their annual or written report:
 - a description of the services funded out of the compulsory student services fee;
 - a statement of the fee income and expenditure for each type of student service;
 - the compulsory student services fee levy charged per Equivalent Full Time Student; and
 - a note to their reporting stating how they are complying with the accounting requirements of the direction.
8. Registered private training establishments charging the compulsory student service fee must provide to the Ministry of Education a copy of the report they provide to students. A copy of the report must be sent to:
Student Services Fees Submissions
Tertiary Education Policy
Ministry of Education
PO Box 1666
Wellington 6140.
Email: tertiary.strategy@minedu.govt.nz

Categories of student services

9. Providers may charge compulsory student services fees to support the delivery of the following categories of services:

- (a) **Advocacy and legal advice** Advocating on behalf of individual students and groups of students, and providing independent support to resolve problems. This includes advocacy and legal advice relating to accommodation.
- (b) **Careers information, advice and guidance** Supporting students' transition into post-study employment.
- (c) **Counselling services** Providing non-academic counselling and pastoral care, such as chaplains.
- (d) **Employment information** Providing information about employment opportunities for students while they are studying.
- (e) **Financial support and advice** Providing hardship assistance and advice to students on financial issues.
- (f) **Health services** Providing health care and related welfare services.
- (g) **Media** Supporting the production and dissemination of information by students to students, including newspapers, radio, television and internet-based media.
- (h) **Childcare services** Providing affordable childcare services while parents are studying.
- (i) **Clubs and societies** Supporting student clubs and societies, including through the provision of administrative support and facilities for clubs and societies.
- (j) **Sports, recreation and cultural activities** Providing sports, recreation and cultural activities for students.

HON STEVEN JOYCE, Minister for Tertiary Education, Skills and Employment.

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