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Kia ora!

Welcome to the Fees Free Focus for November 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](#).

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Important Updates and Changes

Fees Free 2023 is now live!

In case you missed it — learners can now check their eligibility for Fees Free in 2023 by going to feesfree.govt.nz and entering their National Student number in the eligibility tool.

The eligibility criteria for 2023 can now be found on the [TEC website](#). We've also included a new [UFS and 2023 Changes page](#) which summarises the changes to the Fees Free policy for you to refer to at any time.

If you have any questions about Fees Free in 2023, contact your relationship manager or the Customer Contact Group for assistance.

Fees Free Marketing Toolkit

We've created a Marketing Toolkit to support you in encouraging learners to check their Fees Free eligibility at feesfree.govt.nz. The toolkit includes:

- Website copy
- Fees Free quick guide that you can share with learners
- Social Media copy for your own channels
- Digital assets for your social media channels
- Fees Free logos
- Fees Free Facebook page

Keep an eye out, we will be continuing to update the toolkit throughout November with new campaign assets for you to use.

[Check out the Fees Free Marketing Toolkit now.](#)

New messages in Multiple Providers and Cap Limit report

We have added two new messages in the Multiple Providers and Cap Limit reports to indicate when an exception has been made for a learner that may affect their allocation. In most cases, this will apply when a learner has submitted an appeal with the TEC and has had their entitlement use or allocation adjusted due to the learner's specific exceptional circumstances.

From October 2022, you may see these 'Exceptional Circumstances' messages appearing in your reports:

- The allocation has been adjusted due to the learner's specific circumstances.
- The learner's entitlement use has been adjusted due to their specific circumstances, which may also affect the fees allocated for this learner.

Please note we are not able to share details of a learner's circumstances with you. These messages will only be used to help you understand why the amount we have allocated may not align with the amount you expected.

Preparing for the end of the year

The December reporting rounds are coming up. These are your last opportunity to report your eligible learners fees for 1 January 2022 to 31 December 2022. The information reported in your December return should match the information reported in the Industry Training Register and/or December 2022 Single Data Return. The information is used to finalise learner entitlement use and your payments for the 2022 calendar year.

We can only include valid data in this final 2022 allocation. Please use your November validation results to to identify any errors that you need to correct in your December submission.

Make sure to check the eligibility status of all learners that have been enrolled with your organisation at any point in 2022, as some learners will have changed their status after enrolment.

Tips for Reporting Study

The most common errors we saw in the October reporting round were on tuition fees and compulsory course costs against STEO. In most cases, this means that the fee you have reported is higher than the approved fee for that course in STEO. You may need to either:

- update your fee in STEO to the correct amount, or
- correct the fee you have reported in your Fees Free return.

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

Tips for Reporting Training

Please be prepared to start reporting learners currently receiving the TTAF for Fees Free in January, if the learners are eligible for Fees Free in 2023. Please ensure that your learners and their employers are aware that the TTAF is ending on 31 December 2022, and that they will need to organise payment of fees incurred after this date.

Learners can contact us at customerservice@tec.govt.nz if they wish to be directly notified when the 2023 eligibility criteria for Fees Free becomes available.

November Reporting Schedule

For reporting provider-based study

9 November 2022	<ul style="list-style-type: none">November Fees Free All Enrolments and Costs template available via Workspace2
10 November 2022	<ul style="list-style-type: none">NSN extract date for the Fees Free All Enrolments and Costs return
16 November 2022	<ul style="list-style-type: none">November Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2

For reporting industry training

30 November 2022	<ul style="list-style-type: none">NSN extract date for the Fees Free Programmes and Fees return
1 December 2022	<ul style="list-style-type: none">November Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2
6 December 2022	<ul style="list-style-type: none">November 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



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customerservice@tec.govt.nz

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