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## Kia ora!

Welcome to the Fees Free Focus for September 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

### 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](mailto:customerservice@tec.govt.nz) if they wish to be directly notified when the 2023 eligibility criteria becomes available.

### Checking the eligibility of your learners for 2022

Eligibility statuses can change daily based on statutory declarations, eligibility appeals, and other information submitted to the TEC. It's important to check the eligibility status of all learners enrolled with you in 2022 regularly, so that you can report the eligible enrolments to us. There are several ways for you to check the eligibility status of your learners:

- The Fees Free website ([feesfree.govt.nz](https://feesfree.govt.nz))
- The Fees Free eligibility files on Workspace 2
- By emailing a list of NSNs to [customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

It is best to do this at the opening of the reporting rounds, to ensure you can submit your data to us on time. If you do not currently have any Fees Free eligible learners enrolled for 2022, please let us know by submitting a blank Fees Free return.

We will also be providing an August 2022 SDR reconciliation report to TEOs in due course. This will help

you identify learners that are eligible for Fees Free and have been reported in a Fees Free eligible course in the August SDR, but have not been reported in your recent Fees Free return.

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## Tips for Reporting Study

The most common error in August returns was duplicated data. Duplicates are identified in the 'Comments1' column of your All Enrolments and Costs Data Validation reports. They occur when you have reported multiple rows with the same NSN, qualification code, course code, and course start date. When duplicated data is reported, all duplicated lines will fail validation and will not receive an allocation that month.

To correct this, you will need to identify the correct line, and ensure any additional line(s) are not included in your next Fees Free All Enrolments and Costs return.

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

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## 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.

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## September Reporting Schedule

### For reporting provider-based study

14 September 2022	<ul style="list-style-type: none"><li>September Fees Free All Enrolments and Costs template available via Workspace2</li></ul>
15 September 2022	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free All Enrolments and Costs return</li></ul>
21 September 2022	<ul style="list-style-type: none"><li>September Fees Free All Enrolments and Costs return due to TEC by uploading to Workspace2</li></ul>

### For reporting industry training

30 September 2022	<ul style="list-style-type: none"><li>NSN extract date for the Fees Free Programmes and Fees return</li></ul>
3 October 2022	<ul style="list-style-type: none"><li>September Fees Free Programmes and Fees template and Fees Free Schedule of Fees template available via Workspace2</li></ul>
6 October 2022	<ul style="list-style-type: none"><li>September Fees Free Programmes and Fees return and Fees Free Schedule of Fees due to TEC by uploading to Workspace2</li></ul>

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## Contact us

If you have any questions or comments about this newsletter, please contact the Customer Contact Group at [customerservice@tec.govt.nz](mailto: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](mailto: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.

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# Set yourself fees-free

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September 2022

**Our mailing address is:**  
[customerservice@tec.govt.nz](mailto:customerservice@tec.govt.nz)

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