



Confirmed Student Enrolments – further information and guidance for implementation

Introduction

In 2016 we introduced the funding conditions SDR001 and SDR001 (PTEs) that would require tertiary education organisations (TEOs) to report all confirmed student enrolments. On 21 November 2016 we advised TEOs that based on feedback from the sector, we needed to complete further work before SDR001 and SDR001 (PTEs) could be implemented. We further advised that the reporting requirements relating to these funding conditions would not apply in 2016, but would apply from 2017.

We have now completed further work which is outlined in the rest of this document.

What you need to know

- › From 2017 SDR001 and SDR001 (PTEs) will be referred to as *Condition: Confirmed Student Enrolments*
- › The introduction of *Condition: Confirmed Student Enrolments* requires a TEO to report when a student withdraws **after** the fee refund withdrawal period but **before** the enrolment becomes eligible for TEC funding - refer to *Withdrawals* on the SAC level 3 and above [Enrolment page](#) on our website.
- › The requirement to report confirmed student enrolments applies to enrolments for SAC level 3 and above (SAC3+) and SAC level 3 and 4 competitive (SAC L3+4 competitive). The reporting requirement excludes enrolments where the student has been given a full fees refund (less any applicable administration fee). **Appendix B** details the changes to the funding condition.
- › The requirement to report confirmed student enrolments is a requirement from the August 2017 Single Data Return (SDR) onwards and is applicable to all 2017 enrolments in SAC3+ and SAC L3+4 competitive provision.
- › Confirmed student enrolments will be included in the 2017 educational performance indicators (EPs).
- › This reporting requirement does not change any of the rules or requirements around course withdrawal, programme withdrawal and fee refunds. However, there is a change in how these withdrawals may need to be reported in the SDR.

The remainder of this document provides more information about *Condition: Confirmed Student Enrolments* and its implementation.

Purpose

Condition: Confirmed Student Enrolments requires a TEO to report an enrolment where a student withdraws **after** the fee refund withdrawal period, but **before** the enrolment becomes eligible for TEC funding.

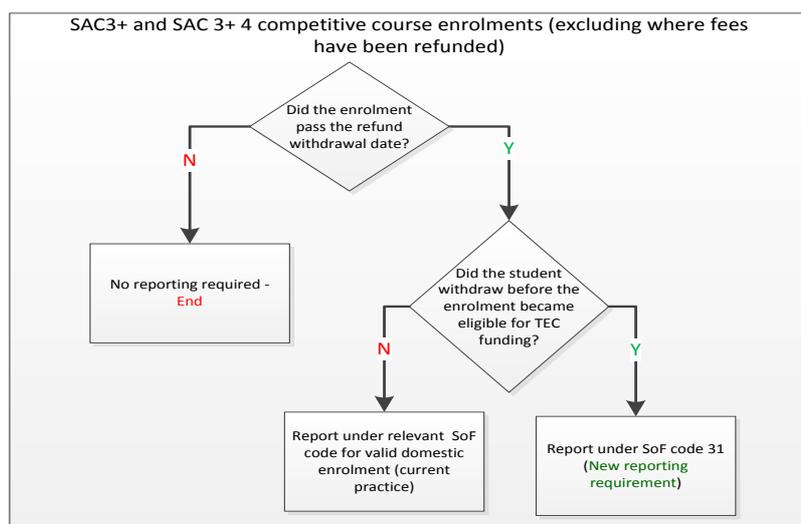
The funding condition ensures that we gain a wider understanding of TEOs enrolments. This includes enrolments where a TEO receives fees from a student and does not refund the fees after a withdrawal. These enrolments will be used in EPI calculations.

Reporting confirmed student enrolments – August 2017 SDR

From the August 2017 SDR, all SAC3+ and SAC L3+4 competitive funded TEOs must report all confirmed student enrolments **that have a programme start on or after 1 January 2017**. These confirmed student enrolments must be reported in the SDR under source of funding (SoF) code 31.

Diagram A below outlines the application of the reporting requirement.

Diagram A



This reporting requirement will only apply to individual course enrolments of students who withdraw from SAC3+ eligible courses, training schemes and/or programmes **after** the fee refund withdrawal period has passed but **before** the enrolment becomes eligible for TEC funding. These enrolments and withdrawals would not have previously been required to be reported - refer to *Withdrawals* on the SAC level 3 and above [Enrolment page](#) on our website.

If the student had not withdrawn, these enrolments would be reported under SoF 01 (SAC 3+) or SoF 32 (SAC L3+4 competitive).

The requirement does not apply to:

- › fees free enrolments (course, training scheme and/or programme) or
- › enrolments where the student has received a full refund of fees (course, training scheme and/or programme) less any applicable administration fee.

Section 3 of Appendix 2 of your **2017 funding approval documentation** sets out the confirmed student enrolments reporting requirements. **Appendix B** of this document details the changes to this funding condition applicable to the August 2017 SDR and onwards. **Please append this to your funding letter.**

Course withdrawal, programme withdrawal and fee refunds

Course withdrawal, programme withdrawal and fee refund practice can determine whether or not an enrolment must be reported under SoF code 31. Importantly, these practices can differ for private training establishments (PTEs) and tertiary education institutions (TEIs). Please see **Appendix A** for diagrams and a further description of the different withdrawal and refund practices.

Note – the withdrawal and refund practices described in **Appendix A** are current practice. Implementation of *Condition: Confirmed Student Enrolments* does not change the rules, processes and requirements around refunds and withdrawals. It only changes the way a TEO must report some withdrawals into the SDR.

Determining when a student has withdrawn

For funding purposes, a “withdrawal” is when a student ceases to participate in a course, programme or training scheme (regardless of whether they have been refunded any fees), either:

- › by providing notice to the TEO that they wish to withdraw participation, or
- › as a result of non-attendance or non-participation for any reason.

Where a student disengages by not attending or not participating, the TEO should determine whether the student has withdrawn. The expectation is that the TEO determines this as soon as is reasonably possible. Where it is determined that the student has withdrawn the TEO will need to submit this information through the SDR, as well as meet all other requirements of their funding conditions in relation to withdrawals (see **Appendix C**).

Educational performance indicators (EPIs)

Confirmed student enrolment data (SoF code 31) will be included in EPI calculations from 2017.

Currently there are six EPIs that we are using to measure the educational performance of TEOs. These are:

- › qualification completion
- › retention
- › cohort-based qualification completion
- › cohort-based retention
- › course completion
- › progression.

In July 2016 we released our EPI cohort-based qualification completion and retention rates [methodology paper](#). In this paper we advised we would broaden the scope of what we are measuring for these two EPIs (i.e. cohort-based qualification completion and cohort-based retention rates) to include all confirmed student enrolments. This is still the case.

Further advice will be provided on how SoF code 31 data will be included in EPIs at a future date.

Appendix A

For some TEOs, mainly PTEs, when a student withdraws from study the TEO may withdraw them from **the whole programme** (or qualification) and retain all the fees for that programme. This is done even though the start date may not have been reached for all course enrolments making up the programme. Therefore, these courses do not become valid course enrolments.

For other TEOs, when a student withdraws from study the TEO withdraws the student from **each course** within a programme, retaining student fees only for the courses where the enrolment became a valid course enrolment.

TEOs that withdraw students by course will not have to change their practice to meet the requirements of *Condition: Confirmed Student Enrolments*.

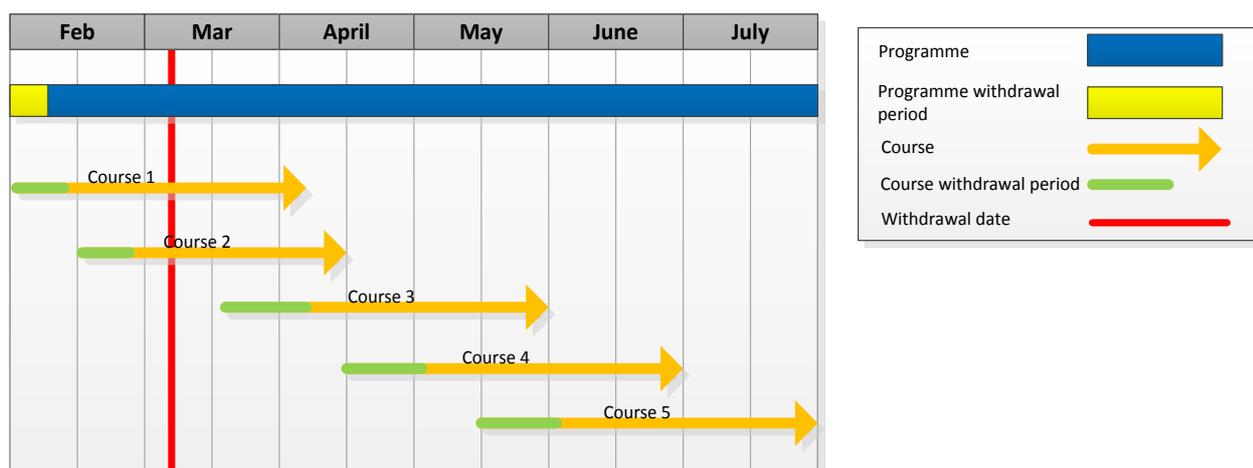
However, TEOs that withdraw students by programme, and retain tuition fees for courses that have not yet reached the withdrawal date, will have to change their reporting practice. These TEOs must report confirmed student enrolments for all courses.

Diagram 1 and **Diagram 2** below provide examples of an enrolment with five courses that make up a programme.

For **Diagram 1** the tuition fees required to be refunded to the student will differ depending on whether the TEO withdraws students by course or by programme.

- › If the TEO withdraws students by course, the student will receive a refund of the tuition fees for courses three, four and five. This is because the refund withdrawal period has not passed for courses three, four and five - refer to *Withdrawals* on the SAC level 3 and above [Enrolment page](#) on our website.
- › If the TEO withdraws students by programme, no refund of tuition fees will be required as the refund withdrawal period has passed for the programme. If no refund (less any applicable administration fee) is given to the student, under *Condition: Confirmed Student Enrolments* reporting requirements, these course enrolments (for courses three, four and five) will be required to be reported in the SDR under SoF code 31. Alternatively, if the TEO does fully refund the student for courses three, four and five (less any applicable administration fee), these courses would not need to be reported under SoF code 31

Diagram 1



Please note in this scenario a TEO may have to submit a withdrawal date that is before the course start date. In the past the SDR would provide an error and not allow these submissions to occur. This will be remedied in time for all future SDR submissions. For SoF code 31 only, where the withdrawal date is before the course start date, the information will be able to be submitted in the SDR and no error will be raised.

For **Diagram 2**, the TEO is not required to refund the student tuition fees regardless of whether they withdraw students by course or by programme. This is because the refund withdrawal period has passed for the programme and the courses. These courses would not need to be reported under SoF code 31 and would instead be reported under the relevant SoF code for a valid domestic enrolment (e.g. SoF code 01 or SoF code 32), as per the current practice.

Diagram 2

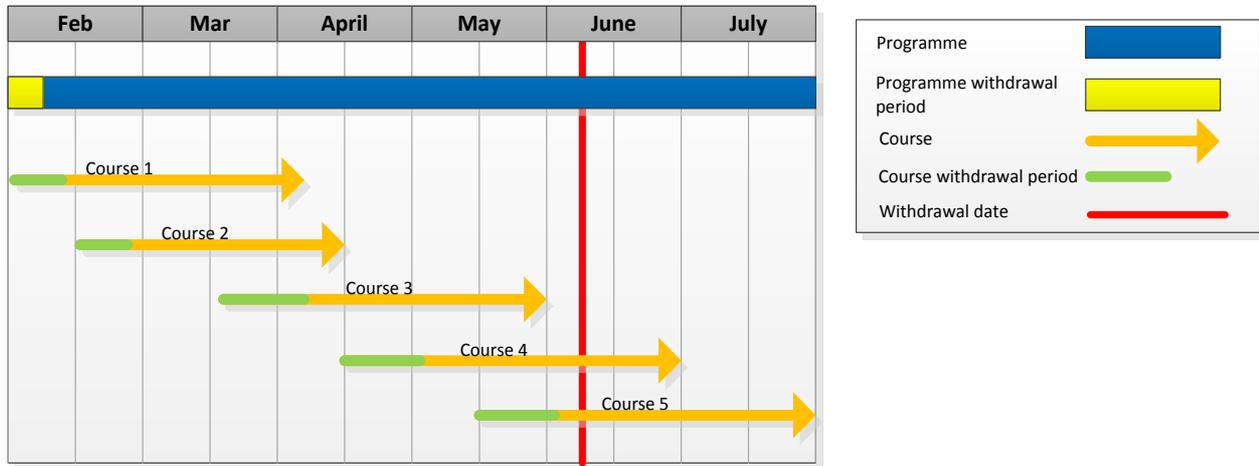
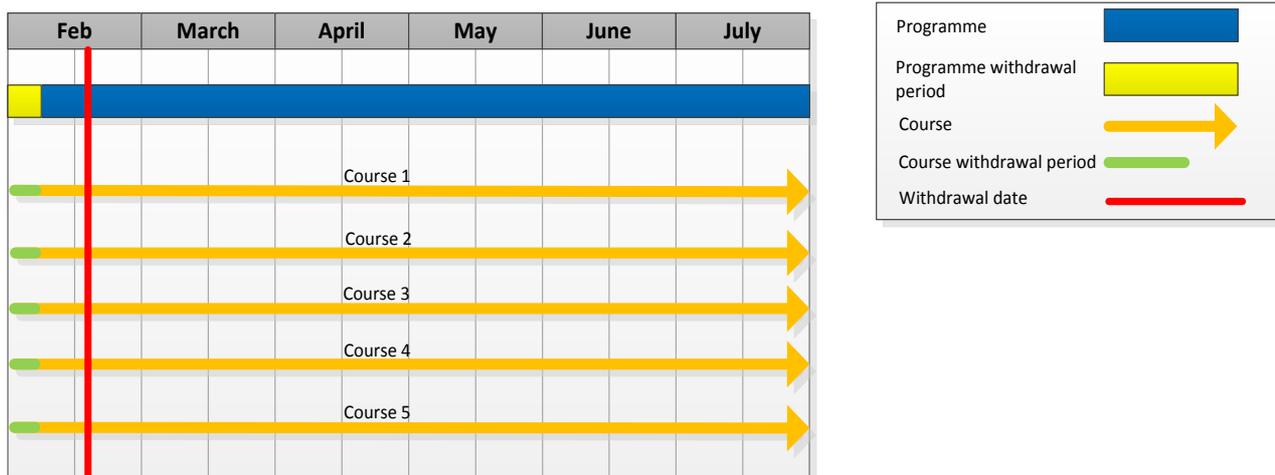


Diagram 3 shows an enrolment where there are five courses that all have the same start and end date. In this instance the refund withdrawal period is the same for all of the courses as well as the programme. As the withdrawal date has been reached for both the programme and the course, the TEO will not be required to refund the student any tuition fees regardless of whether the TEO withdraws students by course or programme. Where the 10% TEC funding threshold has been reached, the enrolment will be required to be included in SoF code 01 or 32 rather than SoF code 31.

Diagram 3



Appendix B

Funding Schedule

The following funding condition was included in your 2017 funding approval documentation.

Confirmed student enrolments

- (a) *You must ensure that your SDR accurately records all “confirmed student enrolments” meaning:*
- (i) *if fees apply:*
 - A. *a student and your organisation have entered into an enrolment or tuition contract or arrangement and the student has paid or committed to pay his or her fees; and*
 - B. *the period during which the student is entitled to withdraw from a course, programme or training scheme and receive a full refund of fees (less any applicable administration fee) has passed; or*
 - (ii) *if fees do not apply:*
 - A. *the student and your organisation have entered into an enrolment or tuition contract or arrangement; and*
 - B. *the student has not withdrawn from a course, programme or training scheme by the withdrawal date.*
- (b) *You must provide information about each student who withdraws from a course, programme or training scheme after becoming a confirmed student enrolment.*

For 2017 onwards, the following is **excluded from Condition: Confirmed Student Enrolments** (SoF code 31) reporting requirements.

- › All funds **other than** Student Achievement Component - Provision at level 3 and above on the NZQF Fund (SAC3+), and Student Achievement Component - Provision at level 3 and above on the NZQF Fund, Levels 3+4 Competitive Pilot (SAC level 3+4 competitive)
- › Any course enrolment where student tuition fees do not apply.
- › Any course enrolment where the student has received a full refund of **course** tuition fees (less any applicable administration fee).

Appendix C

Please note the following funding conditions that were included in your 2017 funding approval documentation.

4.3 Reporting Withdrawals to the Ministry of Social Development (Studylink)

In addition to any other Conditions requiring you to report Withdrawals of enrolments, you must report the Withdrawal of students to the Ministry of Social Development (Studylink) within 5 working days of each Withdrawal. This is to enable student loans and student allowances to be cancelled as soon as possible.

4.4 Other obligations to report Withdrawals

For the avoidance of doubt, completing the SDR does not discharge your other obligations to report Withdrawals. These obligations include reporting (where applicable) to: Immigration New Zealand (for international students), Ministry of Social Development (for Student Loan and Student Allowance recipients) and Trustees administering fee protection mechanisms (for International students and all PTE students).

4.5 Refunding fees for Withdrawals

If fees are to be refunded to a student, you must, as soon as reasonably practicable, pay the refund:

- (a) to the Ministry of Social Development, if the student paid the fees using the Student Loan Scheme; or
- (b) directly to the student.



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