How to check an NSN for fees-free eligibility

There are 3 options available to you when you need to check an NSN. The steps to follow for each option are outlined below.

Option One: Look up list of confirmed eligible NSNs

Step	Action
1	Log into Workspace 2 *Note: Access to Workspace 2 is granted against your Education Sector Logon account. If you don't have access to Workspace 2, you can request access by downloading the Education Sector Logon Tertiary Application User Access Request form on the Ministry of Education website.*
2	Open or download the file **FreesFreeEligibility.csv** from the **Notices** section on your **Home** page. This will be updated daily.
3	Press **CTRL + F** to open the search window.
4	Type in the NSN you are looking for and press **Enter** or click **Find Next**
<table><tr><th>If the NSN…</th><th>then…</th></tr><tr><td>is found</td><td>the NSN is eligible for Fees Free. Record the outcome. **Ends**</td></tr><tr><td>is not found</td><td>the NSN is either not eligible, or may be eligible with further information. Proceed to **Option Two**.</td></tr></table>

Option Two: Send a list of NSN's to TEC for checking

Step	Action
1	Extract a list of NSN's to be checked into a .xls or .csv file.
2	Email the file to: feesfreedata@tec.govt.nz

Step	Action
3	TEC will return the list to you the next working day with the following information added: • Eligibility outcome: Yes, No or Unknown • Eligibility reason for each NSN with an outcome of No
4	Record the outcome. *Note: if the outcome is unknown, it is recommended that you contact the student and encourage them to complete the feesfree.govt.nz process. If the learner does not complete the process, their eligibility status will not be recognised as fees-free.*

Option Three: For small volumes to check, look up the NSN on feesfree.govt.nz

Step	Action
1	Navigate to feesfree.govt.nz
2	Enter the learners **NSN**
3	Select the type of study – Provider-based study or Industry-based training.
4	Record the outcome. *Note: if the outcome is unknown, it is recommended that you contact the student and encourage them to complete the feesfree.govt.nz process. If the learner does not complete the process, their eligibility status will not be recognised as fees-free.*

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