

**TO: Chief Executive Officers of:
Private Training Establishments
Government Training Establishments
Industry Training Organisations
Institutes of Technology and Polytechnics
Wānanga**

Fee changes to reflect increase in GST

To incorporate the increase in GST from 12.5 percent to 15 percent on 1 October 2010, the New Zealand Qualifications Authority (NZQA) will be increasing fees for results reporting and certification.

The increased fees will apply to all tertiary batches and applications processed on or after 1 October 2010. In order to action the change in fees, the TEO Secure website will close at 5pm on 30 September 2010 and reopen at 8am on 1 October 2010. All batches received up until 5pm on 30 September will be processed under the current fee structure.

From 1 October 2010, the fee structure will be:

Item	Fee \$ (GST Incl)
NZQF Credits	1.58
NZ Diploma in Business Studies Prescription	10.20
NZQF Certificates	15.30
NZQF Verification	5.10

Batch processing procedures

Providers are asked to submit batches of results and applications for National Certificate and Diplomas as early as possible in the week of 1 October.

If batches contain errors, NZQA will correct the errors, where possible, and proceed with processing. Where NZQA is unable to correct an error, the entries causing the problem will be removed from the file and the remainder of the file processed. This is designed to minimise the impact on providers.

Other Charges

Charges for various certificates and transcripts are specified on the relevant forms. New versions of these forms will be posted on the NZQA website on 1 October 2010.

No change to secondary fee structure

This change applies only to data processed via tertiary batch types and does not affect schools submitting NCEA entries. However, schools undertaking tertiary-funded programmes that report via tertiary batches (currently \$1.55 per credit) will have to pay the increased fee for those programmes.

Enquiries

Please refer any enquiries relating to this circular to:

Barry Madgwick Team Leader Tertiary Records NZQA PO Box 160 WELLINGTON Phone: (04) 463 4287 Fax: (04) 463 3107 Email: barry.madgwick@nzqa.govt.nz

Circulars are available from the Qualifications Authority's website at:

<http://www.nzqa.govt.nz/about-us/publications/newsletters-and-circulars/tertiary/>

Bali Haque
Deputy Chief Executive, Qualifications
NZQA