

**TO: Chief Executive Officers of Tertiary Education
Organisations
NZQA Liaison Officer**

ATTENTION: Administration Managers

Changes to National Qualifications Framework Fee Structure

In June 2008, the New Zealand Qualifications Authority (NZQA) announced a change to the fee structure for reporting National Qualifications Framework (NQF) results and registrations (hook-ons). This change will come into effect from January 2009.

The final date to submit results and registrations under the existing fee structure will be 23 December 2008.

NZQA will not accept submissions from 5pm, 23 December until 8am, 5 January. With effect from 5 January 2009 all NQF credits will increase from \$1.00 to \$1.55 (GST inclusive) per credit and the hook-on fee will be abolished.

No Changes to Batch Submissions

Under the current process, payment of the hook-on fee initiates a number of processes at NZQA. These include the setting of the "hook-on fee paid" flag, generation of the hook-on letter to students and updating information at NSI. These processes are still required and will be initiated by the submission of registrations in NQF batches.

No change will be required in batch files submitted by TEOs. There will still be NQF Registration but with no charge. Where the "Fee Paid" indicators have been displayed in the past, they will continue to do so with a label of "NQF Registered".

On the Activity and Financial Summary Reports generated by the batch processing system, all reference to the hook-on fee will be removed. New hook-ons will still be listed in the Activity Report for batches containing new registrations.

Changeover Period

In order to implement the new fee structure, NZQA will cease accepting tertiary batches at 5pm on 23 December 2008 and recommence at 8am on 5 January 2009. All batches will be

processed under the current fee structure during this period. Where errors are found, the following process will be followed:

- NZQA will attempt to contact the submitting TEO to obtain correct data.
- If contact cannot be made with the TEO, NZQA will remove the incorrect data from the batch and re-process the remaining data as a new batch.
- TEOs will be notified by email of the actions taken and the batch details.

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 who report via tertiary batches (\$1.00 per credit) will have to pay the increased fee for those programmes.

New fees determined by date of processing

All batches processed from 5 January 2009 will be charged at the new rate. The assessment or completion date will not be considered. TEOs should ensure that where possible, results from courses concluding in or before December 2008 are submitted before 23 December 2008.

Enquiries

Please direct any enquiries relating to the contents of this circular to:

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