

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

**ATTENTION: Administration Managers
Academic Records Staff**

Reminder of Changes to National Qualifications Framework Fee Structure

As advertised in September, the fee structures for National Qualifications Framework results and registrations will change on 1 January 2009. The circular is a reminder of those changes and also expands on a number of frequently asked questions in relation to the change.

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

In order to implement the new fee structure, NZQA will cease processing tertiary submissions at 5pm on 23 December 2008 and recommence at 8am on 5 January 2009. With effect from 8am, 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.

Any tertiary files submitted between 5pm, 23 December 2008 and 8am, 5 January 2009 will be held in a processing queue until 5 January when processing will resume. During this period the batches will not be visible via the 'View Batch' facility.

New fees determined by date of submission

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

Hook-on fee process and NQF Registration

NZQA's online system currently uses the payment of hook-on fees to initiate the reporting of NQF registration, updating of information at NSI, and the generation of the hook-on letter to

students. With the removal of the hook-on fee, these actions 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”. The change to this label has already been made to the website.

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

All batches received before 5pm, 23 December will be processed during the period of 23 December to 5 January, under the current fee structure. 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 NZQA Registration form

The National Qualifications Framework Registration Form (previously the hook-on form) has been updated to remove the fee portion of the form. It also has updated ethnicity groups. This updated form will be available from the website from 5 January, a copy has also been attached for your reference.

John Burns
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Enquiries

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

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Name of Teaching Institution / ITO:

I declare that the particulars given above are correct and authorise the New Zealand Qualifications Authority to collect information from, and/or exchange information with any Teaching Institution, Industry Training Organisation or Government Agency with which I am enrolled, or have requested enrolment or funding.

Signed Date