

8 September 2009

S2009/028
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**TO: Principal
 Principal's Nominee**

Payment of National Qualifications Framework (NQF) Fees for 2009

NQF fee payments are due at the New Zealand Qualifications Authority (NZQA) by **18 September**. This circular outlines what schools must do to submit fees for candidates.

Fees and the Data File

Please check that all candidates who have applied for financial assistance are listed on the Key Indicators on your school login area of the NZQA website.

Schools must not withdraw active candidates who have not paid as candidates can pay NZQA directly later on in the year.

Schools must include fee payments for any leavers who paid their NZQA fees to the school before leaving.

Please ensure that the payment amount is indicated in your 18 September file for each candidate who has paid. This is needed so that NZQA can allocate the correct payment of fees against each candidate.

Payments to NZQA by schools

Please use the attached 'School Form' when submitting your payment of NQF fees. It has your school's details including your debtor code. The NZQA bank account details are available on the form for the purpose of direct credit. If making payment via direct credit, please ensure that you include your NZQA Debtor Number and your MoE school code as references.

This form must still be sent to NZQA indicating payment method. Please do not include any other payments to NZQA along with the NQF fees.

Please note that NZQA must receive sufficient information to be able to allocate the payment to the individual candidates paying the fees. The initial payment must reconcile with your initial entries. Any subsequent payments must be accompanied by a separate list of candidates being paid for and should reconcile with any additional candidates being entered.

Late payments to NZQA by candidates

After 18 September, NZQA will accept 2009 fees directly from candidates. A late fee of \$50 must be added to the fee owing. Please refer candidates to the form 'School Candidate Form - National Qualifications Framework (NQF) Fees' which must accompany their late payment. The form is attached and is also available in Word or pdf format on the NZQA website at:

www.nzqa.govt.nz/ncea/acrp/secondary/docs/candidate-fee-form.doc or
www.nzqa.govt.nz/ncea/acrp/secondary/docs/candidate-fee-form.pdf

Receipts will be issued for all payments received.

Enquiries

Please refer any enquiries relating to this circular to your School Relationship Manager.

School Relationship Manager Secondary Assessment and Liaison Telephone: 04 463 3000 Fax: 04 463 3113 Email: firstname.lastname@nzqa.govt.nz
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Circulars are available from the New Zealand Qualifications Authority website:
www.nzqa.govt.nz/publications/circulars