

NZQA

New Zealand Qualifications Authority

Mana Tohu Matauranga O Aotearoa

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Assessment Matters

Payment of NCEA and New Zealand Scholarship fees in 2019 International Fee-Paying Students only A2019/14 - 16 Aug 2019

To:

**Principal/Tumuaki
Principal's Nominee**

Payment of NCEA and New Zealand Scholarship fees in 2019

International Fee-Paying Students only

Due date for school payment of 2019 fees

NCEA and New Zealand Scholarship fees payments for International Fee-Paying Students are due at NZQA by **17 September 2019**. Receipts will be issued for all payments.

Fee allocations in the 1 September data file

The school's NCEA and New Zealand Scholarship fees payment to NZQA should reconcile with the total fees allocated to each International Fee-Paying Student in your school's 1 September data file submission.

Before submitting payment to NZQA, schools should check that the amount owing for each international fee-paying candidate in the school's records agrees with the total amount collected. This information can be extracted from the Billing Report available in the NZQA High Security login area.

Note: Please contact the NZQA Data Management and Learner Records team at Schools@nzqa.govt.nz if you have any questions regarding payment or allocation of fees.

Submitting fee payments by 17 September 2019

School payments for NCEA and New Zealand Scholarship fees should preferably be made by direct credit to NZQA. To enable us to efficiently identify and allocate your payment, please include the following information when making payment by direct credit:

Particulars: NCEA fees

Code: MoE code or School name

Reference: NZQA debtor number

NZQA account details: BNZ 02-0536-0370579-00

To assist us in allocating your payments correctly, please do not combine any other payments to NZQA with your school's 2019 NCEA and New Zealand Scholarship fees payment.

For any queries regarding your school debtor number, please contact your NZQA School Relationship Manager.

What else to include

- To advise us that your payment has been made, please send a remittance or a confirmation email to accountsreceivable@nzqa.govt.nz
- A copy of the school's reconciliation of fees to international fee-paying students should be sent by email to the Data Management and Learner Records team: Schools@nzqa.govt.nz. This information assists with the allocation of payments to individual candidates and helps to prevent any delays in processing.

Late fees and reminders

Any NCEA and New Zealand Scholarship payments made after 5 December 2019 will incur a late fee of \$50.00. As in previous years, NZQA will write to affected students advising them of unpaid fees by November 2019.

New Zealand Scholarship fees are non-refundable after 1 September 2019.

Enquiries

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

School Relationship Manager
School Quality Assurance and Liaison
Telephone: 04 463 3000
Fax: 04 463 3115
Email: firstname.lastname@nzqa.govt.nz

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