

# Fees Free - eligible learner information and fee claim

Version: Provider v1, issued 30.11.2022

This guide provides instructions on how to and what documentation is required for a Provider who is issuing an invoice to Competenz in order to claim reimbursement under the Fees Free scheme for fees that would normally have been charged to an Employer.

For the submission of your claim, the following are required:

1. All data populated onto the **Providers Fees Free** spreadsheet (separate document)
2. Your invoice (issued to Competenz)
3. The completed Declaration form

Claims are to be submitted to the following email address:  
[feesfreeadmin@competenz.org.nz](mailto:feesfreeadmin@competenz.org.nz)

It is the responsibility of the Provider (who is claiming the fee reimbursement) to ensure the data supplied by them is complete and accurate.

On the Provider Fees Free spreadsheet each fee for each learner must be recorded as a separate and individual row.

Some data is to be populated by the Provider, as per the columns highlighted this colour.



The remaining data will be populated by Competenz, as per the columns highlighted this colour.



There are a maximum of 100 rows that can be entered, please issue another invoice and use another spreadsheet for additional learners.

The provision of this data enables Competenz to validate the eligibility of the learners and the fees invoiced by the Provider.

Competenz is only able to accept fee reimbursement claims where the Training Agreements for those learners have been received and processed by Competenz, and the Training Agreement has been confirmed and accepted via the Tertiary Education Commission's (TEC) Industry Training Register, thereby establishing a valid learner record with TEC.

Please be aware that Competenz will make payment once the claim for these fees has been submitted to TEC and TEC have accepted the claim and made payment to Competenz. Should TEC reject the claim Competenz will endeavour to resolve any issues, however if TEC still reject the claim then Competenz will not be liable to make payment to you.



Competenz



Te Pūkenga

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## Declaration

This declaration is in relation to and supports our invoice claim of:

**Invoice number:** \_\_\_\_\_ **Invoice amount:** \_\_\_\_\_ **Invoice date:** \_\_\_\_\_  
(GST excluded):

This declaration must be signed by your organisation's Owner, Chief Executive, General Manager, or a designated authority on their behalf.

This form must be completed (including signature) and submitted with the other required documents.

I \_\_\_\_\_ of \_\_\_\_\_  
Insert name Insert address

as \_\_\_\_\_ of \_\_\_\_\_  
Insert job title Insert organisation name

### declare that:

- All fee information for the purposes of claiming a reimbursement of fees through the Fees Free scheme, including direct fee information, provided to Competenz is accurate, and does not represent a change in fee structure, or training and assessment models, to take advantage of the Fees Free scheme.
- All fees are reasonable, justifiable, and typical for the services provided.
- The fees claimed only relate to learners who have been confirmed as eligible by the Tertiary Education Commission (TEC) to receive funding under the Fees Free scheme, and the learners are within their eligibility period and are within their funding entitlement, and are enrolled in a programme that has been approved as eligible by the TEC for the Fees Free scheme.
- The learners are enrolled in a training agreement with Competenz and the fees relate to training and assessment for that programme.
- The Employer has not and will not be invoiced for these same services and there are no contracts, arrangements, or understandings with the Employers for any financial benefit, including a rebate, credit, or other form of refund.
- If a learner withdraws or completes their training and under normal circumstances a credit would be issued to the Employer, then that credit will be issued and provided to Competenz along with the learner data spreadsheet in order to credit the funds claimed under the Fees Free scheme.

### acknowledge that:

- Competenz will make payment once the claim for these fees has been submitted to TEC and TEC have accepted the claim and made payment to Competenz. Should TEC reject the claim Competenz will endeavour to resolve any issues however if TEC still reject the claim then Competenz will not be liable to make payment to you.
- Any fees claimed are subject to audit, and any misrepresentation of learners, fees and/or eligibility may result in non-payment of amounts claimed, or require re-payment if the claim has been accepted and processed.
- If any legal costs are incurred in the recovery process for funds deemed to be repayable the Provider will be liable for these costs.
- Wilful misrepresentation of any details related to this claim may result in the termination of Training Agreements between the Employer and Competenz.

Signed:

Name:

Date:

Role: