

Fees Free - eligible learner information and fee claim

Version: Employer v1, issued 30.11.2022

This guide provides instructions on how to and what documentation is required for an Employer who is issuing an invoice to Competenz in order to claim reimbursement under the Fees Free scheme for fees paid to a Third-Party Supplier.

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

1. All data populated onto the **Employers Fees Free** spreadsheet (separate document)
2. Your (the Employers) invoice
3. The Third-Party Suppliers invoice
4. The completed Declaration form

An example of the data required is shown on a separate sheet within the Employers Fees Free spreadsheet. Please refer to the EXAMPLE sheet for further guidance.

Claims are to be submitted to the following email address:
feesfreeadmin@competenz.org.nz

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

Each fee for each learner must be recorded on the attached spreadsheet as a separate and individual row.

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

Competenz will subsequently identify further data required for the reporting of the fees to the Tertiary Education Commission (TEC).

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 TEC's Industry Training Registry, thereby establishing a valid learner record with TEC.

The terms 'Third-Party Supplier' and 'Provider' are interchangeable and may also refer to Contract Assessors.

There are a maximum of 50 rows that can be entered. Please issue another invoice and use another spreadsheet for additional learners.

The data is to be populated by the Employer.

The invoice from the Third-Party Supplier of services to the Employer must be supplied along with the attached spreadsheet and the invoice issued by the Employer. Failure to provide the Third-Party invoice will result in non-payment of the invoice.

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.



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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.
- Any third-party suppliers of training and assessment services have been paid in full and there are no contracts, arrangements, or understandings with these suppliers for any financial benefit, including a rebate, credit, or other form of refund.
- If the third-party supplier has delivered services to either learners not eligible for Fees Free, or for services that are not eligible for Fees Free funding, then the fee value for those services has not been claimed and invoiced by ourselves. This may mean that the third-party suppliers invoice is for a higher value than the invoice issued by ourselves to Competenz.
- If the third-party supplier services includes assessment fees, they confirm these credit assessments will not also be claimed for payment from Competenz under the Contract Assessor service model.
- If the third-party supplier subsequently issues a credit note in respect of fees included on a previously submitted claim, then a credit note 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 Employer 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: