



Ministry of Social Development

Te Manatū Whakahiato Ora



**Add Source of Funding to VoS –
training document for education
providers**

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1 Overview

1.1 What is a Source of Funding Code?

The Tertiary Education Commission (TEC) uses source of funding codes to categorise funding to you, the education provider. Funding is based on Government priorities to support the financial cost for students undertaking education and skills development that will help meet New Zealand's labour and skills shortages.

The student support levels associated with funding codes can be targeted based on different socio-economic factors, and/or specific targeted groups. Students are expected to pay a share of overall study costs, and to assist with this, StudyLink provides Student Loans as part of this funding.

Funding codes have student support eligibility settings applied to them around whether learners studying through these codes can access Student Allowances and Student Loans. In terms of Student Loans these eligibility settings are further broken down to individual components (fees, course-related costs and living costs). Different funding codes may offer access to all components of the Loan or may restrict access to only certain components.

A table containing all current source of funding codes and their corresponding student support eligibility is set out in section 7 of this training document.

1.2 Background

For study starting on or after 1 January 2015 it will be mandatory for you to provide a source of funding code with the VoS response file when confirming a student's enrolment details.

It is expected that from 19 November 2014 the source of funding code will be included in each VoS response for any study starting on or after 1 January 2015.

The funding code that is to be provided should be the same as the funding code value that you would currently supply in the SDR to the TEC for that student. It is important to understand that the funding codes are utilised in very different ways when sent to the TEC and StudyLink.

2 System Changes

StudyLink are making the following changes in their systems to VoS. Education providers/SMS vendors who have an automated electronic VoS function built in to provide VoS responses to us are required to make changes to complement these.

- The VoS response file import will be modified to include a new funding code field. This field will be used by you to allocate the appropriate funding code for the students study period.
- You will not see any changes in the VoS request file, but will be expected to return a funding code in the VoS response file.

2.1 VoS Processing Page

- A new funding code field will be inserted into the 'VoS Processing' web page.
- The programme table will be modified to accommodate the funding code field:
 - The table will have a new column added to the end.
 - All the bottom row fields will be moved to the right by one column.
 - The EFTS field will be moved from the top row to the first column in the bottom row.
 - The start and end date columns on the top row will be moved to the right by one column.
- The funding code field will be a drop down list field that will contain the funding code and the first 40 characters of the description e.g. 01 – Student Achievement Component (SAC).
- The Funding Code field will be blank by default.
- When a funding code is required and you do not select one, then the following error message will be displayed in red when you attempt to submit the page:
 - **Funding code is required**
- If you upload your VoS response files using VoS online your file formats will have been modified to conform to the new format.
- The new VoS file format now includes the new fund_code column (you can see an example in section 8 –VoS response file format).

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VoS Processing

Sort Criteria: Family name Descending
Filter Criteria: Family name greater than <script>, Family name greater than 555-555-0199@example.com

Sort & Filter

Processing Instructions

- To submit updated record(s), choose the records you want to submit, by ticking the completed box, and select the Submit button.
- To delete a record, select the Delete button.
- To change the sort and filter options select the Sort & Filter button.

Records 1 - 2 of 9 displayed

Family name	Given names	DOB	Study start	Client Number		
Student ID	Status	PC Code	Funding Code	Start date	End date	
			22 - Youth Guarantee Scheme	eg 12 May 02	eg 12 May 02	
EFTS	Req. fees	Total fees	> 3 wk break 1 end	> 3 wk break 1 end	> 3 wk break 2 start	> 3 wk break 2 end
0.0	0.00	0.00	eg 12 May 02	eg 12 May 02	eg 12 May 02	eg 12 May 02

Completed

Add additional course details Segments Delete record

2.2 Blank VoS Page

- A new funding code field will be inserted into the 'Blank VoS' web page.
- The funding code field will be a drop down list field that will contain the funding code and the first 40 characters of the description e.g. 01 – Student Achievement Component (SAC).
- A unique list of all funding codes will appear in the drop down list, including funding codes that are no longer active.
- The funding code drop down list will be assorted in ascending order.
- The funding code field will be blank by default.
- When a funding code is required and you do not select one, then the following error message will display in red when you attempt to submit the page:
 - Funding code is required

The screenshot shows the 'Blank VoS' web page. The page header includes the STUDYLINK logo and the Ministry of Social Development. The main content area contains a form with fields for Student withdrawn?, Family name, Given names, DOB, Client Number, Student ID, PC Code, Funding Code (highlighted with a red box), EFTS, Start date, Requested fees, and End date. A red error message 'Segments' is visible below the Funding Code field. The page footer includes 'Copyright - Ministry of Social Development' and 'newzealand.govt.nz'.

3 Operational Rules

3.1 Initial VoS

When the initial VoS is returned to StudyLink confirming a student's enrolment details, the source of funding code applicable to that student must be included. If a confirmed VoS is returned without the funding code, a fact error will be raised. The VoS will not apply, and a new VoS request will be sent when it is due as part of that VoS cycle.

3.2 Subsequent VoS

When a subsequent VoS is received confirming further details (e.g. student has picked up another paper), the funding code should remain the same. If for whatever reason a subsequent VoS is received with a different code than originally provided, the new funding code will apply from the VoS transmission date, and will not be back dated to the student's study start date.

However, although the new funding code applies from VoS transmission date, the corresponding age eligibility criteria will remain based on the study start date.

Please note that changing a funding code once study has started could change a student's entitlement to Student Loan and/or Student Allowance. As a result, any Student Loan or Allowance payments the student is receiving from us could change or cease entirely. When there has been a change in the student's payments as a result of a funding code change we will advise the student of the changes in their Student Loan and/or Allowance entitlement. In situations where we receive escalations from students for specific reasons relating to a change in their enrolment, we may advise that student to seek clarification from you.

3.3 What will not be accepted by StudyLink

3.3.1 Fee Requests

If fees are requested for a student that has a VoS returned with a funding code that is not eligible for fees (e.g. Youth Guarantee/Fees Free), the fees will not be paid. You will be alerted through the fees to no fees report, and the following reason will be added to the report: "The student isn't entitled to fees based on fund code supplied from education provider".

3.3.2 Study starting in 2014/ cross year enrolments

If the study start date returned in the VoS is for a date in 2014, the funding code will be ignored for that application, even if study continues into 2015.

3.3.3 Invalid Codes

If the funding code has been end dated by the TEC for more than 365 days StudyLink will not accept it in the VoS response.

3.4 When the SoF code is optional

It is optional for you to return a funding code on a VoS response in the following situations:

- When the PC code is blank.
- Where the VoS response status is set to not known, pending, unregistered or withdrawn.

3.5 EFTS Lifetime Limit

If the programme of study has a drawdown of any component of the Student Loan scheme (fees, course-related costs, living costs) as entitled to and paid a component of a Student Loan, then these EFTS will be counted towards a student's 7 EFTS lifetime limit.

If the programme of study has no drawdown of any component of the Student Loan (fees, course-related costs, living costs) due to being declined by the funding code then these EFTS will not be counted towards the 7 EFTS lifetime limit.

3.6 What does the student get told?

When a Student Loan and/or Student Allowance have been declined due to the funding code, the student will be advised of this in the correspondence we send them. The decline reason will also be visible on their MyStudyLink account.

Where there are other reasons the Student Loan and/or Student Allowance has been declined as well as the funding code, the student will always be advised of the other decline reason first, rather than the funding code. They will only be advised of this decline reason when there is no other decline reason on their record.

4 Business Rules

4.1 Overview

These business rules are a guide for using source of funding for the VoS exchange process with StudyLink. If your students situation does not fall within these rules then contact the StudyLink Helpline on 0508 885 885 to discuss. If we identify a new situation that requires clarification we will add these to the rule definitions.

For the purposes of these rules, student support entitlement is defined as what components of Student Loans and Student Allowances a student can access depending on the SoF associated with their enrolment.

The SoF table set out in section 7 contains the Student Loan and Student Allowance entitlements by SoF and age range if applicable. When determining what a higher or lower entitlement may be, the Student Loan and Student Allowance components of the two SoF codes should be compared, and the SoF with the most “yes’s” will be the one with the higher possible entitlement. Where the number of yes’s is the same, then the possible entitlement is the same.

These rules are written on the assumption that the intended SoF to be used for a particular student is known and has been determined at the time of enrolment.

4.2 Single Qual Programmes

4.2.1 For single qual programmes where only one SoF is being used for that student, VoS the qualification code and the SoF that the student is enrolled in. A CO code (a concurrent qual code) is no longer required.

4.2.2 For single qual programmes where **multiple** SoF are being used for that student – first you will need to refer to the attached table of source of funding codes to determine the student support levels allocated with those SoF.

- If the student support levels for the SoF being used are the **same**, then VoS the entire amount of EFTS (both SoF combined) and the ‘primary’ SoF. In this case the primary SoF is defined as being the SoF with the greater amount of EFTS. If the EFTS are the same, then VoS the entire amount of EFTS and either of the SoF codes. (Note: you must continue to report both SoF codes in the SDR). As with 4.2.1 above, a CO code is not required.
- If the student support levels for the SoF being used are **different**, and **both** the SoF can access some part of the Loans and Allowances scheme then;
 - If the EFTS for the SoF with the higher student support entitlement are enough for full time study, then VoS this source of funding with the entire amount of EFTS (both SoF combined). As with 4.2.1, a CO code is not required.
 - If the EFTS for the SoF with the higher student support entitlement are **not** enough for full time study, then VoS the Source of Funding with the lower entitlement and the entire amount of EFTS (both SoF combined). A CO code is not required.

- If neither the lower or the higher student support entitlement EFTS are enough for full time study, then VoS the SoF with the lower entitlement and the entire amount of EFTS (both SoF combined). A CO code is not required.
- If the student support levels for the SoF being used are **different**, and **only one** of the SoF can access some part of the Loans and Allowances scheme then;
 - VOS the EFTS for the SoF that can access some part of the Student Loans and allowances scheme. A CO code is not required.

4.3 Multiple Qual Programmes

4.3.1 For Multiple Qual Programmes:

- Where the SoF for each qualification is the **same** (e.g. only one SoF is being used for that student):
 - - If the individual quals meet LET, then a CO code is not required. They should be VoS'ed separately to StudyLink using the actual qual code and the applicable SoF.

Note: if you prefer to use a CO code (for example you already have it set up) and the applicable SoF for the VOS, this will work but is not required.

- If the individual quals **do not** meet LET, then a CO code is required and should be used to VoS StudyLink with the applicable SoF code.
- Where the SoF for each qualification is **different**:
 - If the individual quals meet LET, then a CO code is not required. They should be VoS'ed separately to StudyLink using the actual qual code and the SoF that is associated with that particular enrolment.

Note: In this case each qual in the programme should be treated separately in terms of the VOS. Therefore in the event that multiple SoF are used for a particular student for a particular qual, then the rules outlined in 4.2.2 will apply to that VoS for that particular qual.

- If one or more individual quals **do not** meet LET, then a concurrent qual (CO code) is required. Since the CO code allows the programme to be treated as a single qual code, the rules outlined in 4.2.2 for what to include in the VOS can now be applied to the study contained within the CO code.

4.4 General Business Rules

- #### 4.4.1 Do not Re-VoS just because a student's age has changed. The student support entitlement is always based on the age of the student at the beginning of the confirmed study period and the source of funding will be carried through to the end of their enrolment regardless of any age changes.

For example, if a student is 17 at the time of starting a 1 year Youth Guarantee programme of study, they can access Student Allowances if they meet the eligibility

requirements, but they cannot access any component of the Student Loan. This will remain in effect until the study period ceases. A subsequent enrolment and Student Loan application will need to be received and confirmed when that student is 18 years of age at study start date for Student Loan entitlement to extend to Student Loan living costs and course-related costs.

- 4.4.2 Do not re-VoS 'residual' EFTS. If you have a student in a situation where they are partially funded due to reaching your EFTS funding cap with the TEC, but a portion of their study must then fall under another funding source do not send StudyLink a re-VoS with the residual EFTS for the second funding source. The total EFTS for the enrolment period should always be returned so we can ensure our assessment to student support is calculated accurately in terms of full time status. Any subsequent VoS with a residual EFTS could change the status from full time to part time and also not accurately reflect the student's enrolment. If you are unsure about how to return the VoS response during a funding change for an individual student then please contact the StudyLink Helpline on 0508 885 885.
- 4.4.3 If a student's SoF code changes for any reason other than what has been outlined already, then the new SoF should be VoS'ed to StudyLink.

5 Frequently Asked Questions

Why are these changes occurring?

These system changes are required to automate the exchange of information required to deliver the policy changes that were made in 2013 as part of the expansion of access to Youth Guarantee programmes to 18 and 19 year olds, and the expansion of Fees Free Level 1 and Level 2 qualifications. These changes will remove the need for many of the manual processes adopted in 2013 and 2014 (e.g. special con-current programme codes for Fees Free or Youth Guarantee programmes).

Are these changes to add the source of funding codes into VoS Mandatory?

Yes

When will this happen?

The system changes go live in StudyLink's systems for all study starting on or after 1 January 2015. All confirmed VoS responses received after 19 November 2014 for study starting on or after 1 January 2015 will be required to have the Source of Funding code included.

When will StudyLink begin accepting the new file format with the source of funding code included?

From Wednesday 19 November 2014 onwards.

Will the source of funding code field be included in the request file?

No, the source of funding code field will only be included in the VoS response file.

Will StudyLink accept both file formats for a while until everything is implemented?

No.

What does this mean for the Memorandum of Understanding, where it has been agreed that there would be no system changes between November and March each year?

We have been communicating and consulting with the tertiary education sector over the need and requirements for these changes since early 2014. We have been working closely with education providers and Student Management System vendors where a change to the automated electronic VoS response functionality is required to implement this successfully.

It is our intention that all system changes will be completed by the end of October.

Will StudyLink accept a return file with the additional Source of funding field prior to 19 November 2014 – the date given by StudyLink for when education providers need to begin returning this information?

Yes, we will accept files with source of funding codes from 29 September onwards including for 2014 study periods (SoF codes for 2014 study periods will be ignored). We will only send

VoS requests for study starting from 1 January 2015 onwards from 19 November 2014 (this date represents the normal 42 days VoS Lead-In parameter).

When do StudyLink expect that education provider VoS returns will be made in the altered format?

We will begin sending VoS requests from 19 November for any study starting 1 January 2015 or after so expect any changes to be made and fully tested by then. Having this ready to go in terms of functionality at the education provider end by 19 November 2014 is the key date. Before we start to complete live VoS transmissions for 2015 study we want to have completed some low level sanity testing to ensure the source of funding codes are returned to StudyLink as you would expect in terms of how this is reflected in your enrolment system

In appendix two of the business requirements, the specification shows that the changes to the VoS to incorporate the fund code is labelled as a 3 character alpha, but in the examples provided in the document and in appendix 1, the fund codes are all 2 digit numeric. Can you clarify the change and specify which data type the fund code needs to be?

All fund codes are currently 2 digits and we expect that education providers will send through the correct 2 digit code with the VoS response files from 19 November 2014. We expect that over time the fund code number will grow and eventually reach 3 digits (e.g. 100), so we have built the field to accept 3 digits. If we receive a funding code that is three digits, e.g. 001, the additional zero will be ignored and treated as 01.

What will be tested with the SMS Vendors and/or the education providers?

StudyLink will conduct testing with the SMS Vendors (for those education providers who use them), and education providers who manage their own VoS systems. Testing will ensure that source of funding codes can be sent from the enrolment system to StudyLink, and that if an invalid code is returned, the VoS will not apply.

Are provisions being made to test the exchange of VoS files incorporating source of funding codes? If so, what is the time frame for testing and who do we make arrangements with?

Yes, we will be in touch with a test plan which we don't expect to be too onerous. Our current test plan revolves around passing enrolment data for 5 students of different ages. Although it may be easy to simply return one SoF code per student, it is beneficial to think of different ways a student can be enrolled within your organisation to broaden scenarios. We will be able to start testing around the end of August/early September.

Will there be any test environments within StudyLink, so that the changes can be tested?

Yes there will be. We have a production cut of the SAL database that we will use to complete testing with you. This won't be available until at least late August as we are currently building and testing our system design for these changes.

What will happen if the source of funding code is not included in the file?

They VoS response will not be applied to the student's application/s and a fact error will be raised for that VoS response.

What will happen if the education provider systems aren't ready by 19 November?

If the education provider becomes aware that they will not meet the 19 November date, they should contact StudyLink as soon as possible to discuss.

What will happen to 2015 enrolments that have a VoS request sent before 19 November?

For the purposes of this project, the education providers who currently have the VoS lead-in days set to more than 43 days will have them set back to 42. This will stop any VoS requests for 2015 study being issued prior to 19 November.

If an education provider changes the funding source for a student do they need to send StudyLink an ad-hoc VoS response?

Yes. Unless the education provider completes an ad-hoc VoS response advising of the new code, StudyLink will not be aware of the change. Education providers need to provide an ad-hoc VoS response as soon as possible after making the change as it may have an impact on the student's eligibility to student support.

If the source of funding code changes, when would any changes to a student's eligibility to Student Loan or Student Allowance take effect from?

Any changes to the source of funding code will take effect from the date StudyLink receive the VoS response with the new code. Any changes to a student's eligibility to Student Loan or Student Allowance as a result of this change will take effect from the same date. Eligibility changes will not be backdated.

If a student undertaking a Youth Guarantee Programme is 17 years old on their first day of study and is eligible for a Student Allowance, but then turns 18 during their programme of study, and wishes to apply for a Student Loan for living costs, how is this managed in terms of the qualification codes and enrolment dates reported via the VoS process?

A check is completed on the VoS response, based on the source of funding code and the age of the student. If the source of funding code applied is 22 (Youth Guarantee Programme) and the student is 17 at study start date, then the student is locked in and paid under that fund code for the duration of the course, regardless of when they turn 18. (i.e. if the student turns 18 a week after their confirmed study start date they would remain under that funding code that was confirmed in the VoS response until the end of their study period).

Will the concurrent codes that education providers have set up specifically to determine which programmes are Youth Guarantee Programmes, Fees-Free Level 1 and Level 2 Programmes, and Maori Pasifika Trade and Training (MPTT) Programmes still be required in 2015?

Any concurrent codes that were set up specifically to determine which programmes are Youth Guarantee Programmes, Fees-Free Level 1 and Level 2 programmes or MPTT will no longer be required in 2015 when the source of funding code is included with the VoS. Any concurrent codes that are being used for any other reason will still be required, alongside the source of funding code.

How will cross year loan accounts (e.g. July 14 – July 15) work in terms of the source of funding code?

The source of funding code is relevant to the study start date. So, if the code is provided for a study start date that is in 2014, it will be ignored. If details then change in 2015 and we receive a new study start date that is in 2015, the code will be applied.

6 Glossary

<i>CO Code</i>	Con-current qualification code
<i>LET</i>	Loan entry threshold
<i>PC Code</i>	Programme code
<i>Primary SoF</i>	Source of funding that has the most EFTS attached (when a student has more than one source of funding code with the same level of student support entitlement attached)
<i>Qual Code</i>	Qualification code
<i>RoS</i>	Results of study
<i>SDR</i>	Single data return
<i>SMS Vendors</i>	Student Management Systems vendors
<i>SoF</i>	Source of funding
<i>TEC</i>	Tertiary Education Commission
<i>VoS</i>	Verification of Study
<i>VoS Request</i>	Verification of Study Request
<i>VoS Response</i>	Verification of Study Response
<i>VoS Transmission Date</i>	The date that StudyLink receives the VoS response from the education provider

7 Contact Us

If you have any questions, or need help with anything contained in this training manual, please contact the StudyLink Helpline between 8am and 5pm, from Monday to Friday.

Phone: 0508 885 885

Email: StudyLink_Helpline@msd.govt.nz

8 Source of funding codes and their student support eligibility

Fund Code Classification	Source of Funding Description	Lower Age	Upper Age	Loan		Allowance?		Start Date	End Date
				Fees ?	LC ?	CRC ?			
01	Student Achievement Component (SAC) funding (includes Domestic & Foreign Research-based Post-graduates and on-shore international PhD students first enrolled after 19th April 2005)**	10	100	Yes	Yes	Yes	Yes	01/01/15	
02	International Fee-Paying (IFP) Students (including Australian citizens and New Zealand permanent residents who are residing overseas)	10	100	No	No	No	No	01/01/15	
03	Domestic Full Fee Paying Students	10	100	Yes	Yes	Yes	Yes	01/01/15	
04	TEC - Supplementary Grants/Fund	10	100	Yes	Yes	Yes	Yes	01/01/15	
05	STAR funded student	10	100	No	No	No	No	01/01/15	
06	Training Opportunities (also includes Training for Work)	10	100	No	No	No	No	01/01/15	
07	Youth Training - Ceased 31/12/2011; refer to Youth Guarantee	10	100	No	No	No	No	01/01/15	
08	Skills Enhancement	10	100	No	No	No	No	01/01/15	
09	Prison Education (Department of Corrections)	10	100	No	No	No	No	01/01/15	
10	Ministry of Health	10	100	Yes	Yes	Yes	Yes	01/01/15	
11	ITO Off Job Training	10	100	Yes	Yes	Yes	Yes	01/01/15	
12	Other (including other contracts)	10	100	No	No	No	No	01/01/15	

Fund Code Classification	Source of Funding Description	Lower Age	Upper Age	Loan		Allowance?		Start Date	End Date
13	English for Migrants (TEC only)	10	100	No	No	No	No	01/01/15	
14	Primary Pre-service Teacher Education Contracts	10	100	No	No	No	No	01/01/15	
15	Secondary Pre-service Teacher Education Contracts	10	100	No	No	No	No	01/01/15	
16	Youth Action Training Programme (DWI)	10	100	No	No	No	No	01/01/15	
20	NZAID and Commonwealth Scholarships	10	100	No	No	No	No	01/01/15	
22	Youth Guarantee Scheme	15	17	No	No	No	Yes	01/01/15	
22	Youth Guarantee Scheme	18	19	No	Yes	Yes	Yes	01/01/15	
23	ACE (Adult and Community Education)	10	100	No	No	No	No	01/01/15	
24	Trade Academies	15	21	No	No	No	No	01/01/15	
25	SAC Level 1 & 2 Competitive Process Funding	10	17	No	No	No	Yes	01/01/15	
25	SAC Level 1 & 2 Competitive Process Funding	18	100	No	Yes	Yes	Yes	01/01/15	
26	SAC Level 1 & 2 Plan Process Funding	25	100	Yes	Yes	Yes	Yes	01/01/15	
27	Under 25 Fees Free Level 1 & 2	15	17	No	No	No	Yes	01/01/15	
27	Under 25 Fees Free Level 1 & 2	18	24	No	Yes	Yes	Yes	01/01/15	
28	Maori Pasifika Trades Training Level 1 & 2	18	34	No	Yes	Yes	Yes	01/01/15	
29	Maori Pasifika Trades Training Level 3 & 4	18	34	No	Yes	Yes	Yes	01/01/15	

9 VoS file format

Field Name	Field Type	Field Length	Field Format	Field Value	Field Description
Family Name	Alpha	30			The Student's Family Name
Given Name(s)	Alpha	30			The Student's Given Name(s)
Date of Birth	Numeric	8	ddmmyyyy		The Student's Date of Birth
Student's Client Number	Numeric	9	nnnnnnnnn		The Student's Client Number. Where the value is less than 9 characters padding is not required.
Provider Student ID	Alpha	10			The Provider's Student ID. This value may be updated by providers, if the number on the VoS Request is incorrect. Where the value is less than 10 characters padding is not required.
Study Start Date	Date	8	ddmmyyyy		Provider should supply details of all study that commences on or after this date.
APPL_SEQ	Numeric	2			Application sequence number. This field is no longer used and will always contain 1.
STPC_SEQ	Numeric	2			Study Period Component Number. This field is no longer used and will always contain 1.
Not known or pending	Alpha	1		N	Whether a student's verification of study is 'not known', 'pending' or mismatched. If the student's study is known to the provider, this field should be left NULL. See section x for details. N - Not Known U - Unregistered P - Pending I - Student ID mismatch D - Date of Birth Mismatch S - Full Name mismatch
				U	
				P	
				I	
				D	
				S	
				W	

					W - Student Withdrawn from study NULL - Student confirmed
Programme Code	Alpha	10			The MoE Prospectus programme code for the Students study. (e.g. NC5121 for the National Certificate in Horticulture)
Student Start date of study TOTAL	Numeric	8	ddmmyyyy		The study start date for the student's programme of study. As determined by the requested Study Start Date.
Student end date of study TOTAL	Numeric	8	ddmmyyyy		The study end date for the student's programme of study.
EFTS value of programme of study TOTAL	Numeric	1.4	n.nnnn		The total EFTS value for the student's programme of study. (For Secondary Schools that do not have EFTS values this field is left NULL) Where the value is less than n.nnnn characters padding is not required. (e.g. 1, .5, 0.25)
Student start date of programme of study1	Numeric	8	ddmmyyyy		The start date of the first component of the student's study period. Field is left NULL if this breakdown option is not used.
Student end date of programme of study1	Numeric	8	ddmmyyyy		The end date for the first component of the student's study period. Field is left NULL if this breakdown option is not used.
EFTS value of programme of study1	Numeric	1.4	n.nnnn		The EFTS value for the first component of the student's study period. Field is left NULL if this breakdown option is not used.
Student start date of programme of study2	Numeric	8	ddmmyyyy		The start date of the second component of the student's study period. Field is left NULL if this breakdown option is not used.
student end date of programme of study2	Numeric	8	ddmmyyyy		The end date for the second component of the student's study period. Field is left NULL if this breakdown option is not used.

EFTS value of programme of study2	Numeric	1.4	n.nnnn		The EFTS value for the second component of the student's study period. Field is left NULL if this breakdown option is not used.
Student start date of programme of study3	Numeric	8	ddmmyyyy		The start date for the third component of the student's study period. Field is left NULL if this breakdown option is not used.
Student end date of programme of study3	Numeric	8	ddmmyyyy		The end date for the third component of the student's study period. Field is left NULL if this breakdown option is not used.
EFTS value of programme of study3	Numeric	1.4	n.nnnn		The EFTS value for the third component of the student's study period. Field is left NULL if this breakdown option is not used.
Student start date of programme of study4	Numeric	8	ddmmyyyy		The start date for the fourth component of the student's study period. Field is left NULL if this breakdown option is not used.
student end date of programme of study4	Numeric	8	ddmmyyyy		The end date for the fourth component of the student's study period. Field is left NULL if this breakdown option is not used.
EFTS value of programme of study4	Numeric	1.4	n.nnnn		The EFTS value for the fourth component of the student's study period. Field is left NULL if this breakdown option is not used.
Full time indicator	Alpha	1		Y	If the provider does not have EFTS values for its courses (e.g. secondary schools) Y - states whether the Student is considered Full Time, N - that they are not. If EFTS value is known, this field is left NULL.
				N	
Start date of Break in Study period 1 exceeding 3 weeks	Numeric	8	ddmmyyyy		The start date of the first vacation period that exceeds 3 weeks during the student's study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.

End date of Break in Study period 1 exceeding 3 weeks	Numeric	8	ddmmyyyy		The end date of the first vacation period that exceeds 3 weeks during the student's study period. Start date of next study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.
Start date of Break in Study period 2 exceeding 3 weeks	Numeric	8	ddmmyyyy		The start date of the second vacation period that exceeds 3 weeks during the student's study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.
					The end date of the second vacation period that exceeds 3 weeks during the student's study period. Start date of next study period. Field is left NULL if there are no breaks in study exceeding 3 weeks.
End date of Break in Study period 2 exceeding 3 weeks	Numeric	8	ddmmyyyy		
Total Compulsory Fees	Numeric	15.2	0	00000000000000.00	Total compulsory fees
Fees request	Numeric	15.2	0	00000000000000.00	The amount the provider is requesting the Ministry to pay for the student's outstanding fees.
Fund Code	Alpha	3			The source of funding code.