



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora



StudyLink – Verification of Study (VoS)

VoS Technical Guide for Education Providers

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1 Introduction

1.1 Purpose

This document provides a technical guide to the VoS process and the transfer of files between StudyLink and education providers using the full electronic transfer method.

It is intended for technical and IT staff at the education provider and staff who may be helping to design and maintain education providers' enrolment systems.

This document does not cover the operational aspects of VoS, as this is referred to in the guide "VoS Rules and Processes for Education Providers.", which should be read in its entirety before reading this document.

1.2 Transfer Methods

There are three methods of transfer between education providers and StudyLink:

- Faxed
- Online (electronic)
- Online (full electronic)

This document focusses on the full electronic method, as education providers need to be aware of the technical side of VoS when building and maintaining their enrolment systems. This is the preferred transfer method due to the level of automation it provides both StudyLink and education providers.

For providers that use the full electronic method, a zip file containing payment details and VoS requests is uploaded by StudyLink onto the VoS Online website (<https://vos.studylink.govt.nz>). The provider logs onto the website to retrieve this file, and imports it into their enrolment system. The enrolment system processes the information contained, then generates a response file which the education provider uploads to the VoS Online website for StudyLink to retrieve.

The faxed transfer method is no longer offered as a primary method for tertiary education providers, and is only used in situations where VoS Online cannot be utilised.

For the standard electronic method, both StudyLink and the education provider use the VoS Online website. Under this method, VoS requests are loaded as entries on a webpage; the provider logs into VoS Online, views the requests and manually enters the details of the VoS response onto the form for submission to StudyLink.

The faxed method and the standard online method are not covered in this document. The "VoS Rules and Processes for Education Providers" document, along with the VoS Online training material (where applicable), provides further information on using those methods.

2 Full Electronic Transfer Method Overview

2.1 Pre-requisites for Using the Full Electronic Transfer Method

Before using the full electronic transfer method, education providers need to modify their Student Management System (SMS) to be able to load, process, and generate VoS files.

They then need to complete a testing programme with StudyLink to ensure that the system will be fully functional before it goes live. This testing must occur, and be successfully passed, before the education provider can commence using the full electronic transfer method.

Testing cannot occur between November and April of any given year due to this being the peak period for both StudyLink and education providers.

2.2 VoS Online Site

The VoS Online website is located at <https://vos.studylink.govt.nz>

The user must first be set up with a username and password for the site, and have gone through the VoS Online training material provided by StudyLink.

In order to access the site, the user must:

- Be using a computer system that allows them to download files from the internet. If the education provider uses a firewall it must allow the user to download a file from the internet onto their computer.
- Ensure their browser settings allow them to access 'secure' (SSL) pages.
- WINZIP or a similar programme should be installed, to enable the files from StudyLink to be unzipped and the response files to be zipped.

Web browser encryption settings must support high grade encryption (RC4 128-bit keys).

The username to access the VoS Online site will be nominated by the user. It must be 8-15 characters, containing at least one Alpha (A-Z) and one Numeric (0-9) character.

A password will be generated randomly by StudyLink for a user to initially log on to the site. When the user has logged on for the first time they can change their password. In the "Change Details" section of the website, the user will also need to set up a challenge question to be able to reset their own password should they later forget this.

2.3 Transfer Process

The following is an overview of the steps involved with the full electronic transfer process.

StudyLink Tasks

- Any files for a provider are created as required and uploaded overnight to VoS Online by StudyLink.

- An email will be sent to users who have opted to be notified when a new Zip file has been placed onto the website (this option is listed on the VoS Online access form).

Education Provider Tasks

- Providers must successfully log on to the VoS Online website and download new files waiting for them.
- A provider can then delete the file from the VoS Online website if no longer needed.
- The provider loads any files into their student administration system and processes them.
- The provider's student administration system creates any responses to these files
- The provider Zips any confirmation files.
- Providers then log onto the VoS Online website and upload any files back to StudyLink.

2.4 File Retention

Files uploaded by StudyLink remain on the VoS Online website for 14 days before being removed. This period will be extended to 28 days over the Christmas period to allow for staff absences at education providers.

Education providers are recommended to keep a copy of downloaded files before deleting them from VoS Online, as StudyLink may not be able to regenerate them if requested at a later date.

2.5 Parameters Nominated by Education Providers

There are a number of individual parameters that can be set by education providers to help them better manage the VoS process and tailor it to their needs. To change any of these parameters, or to confirm what these are currently set to, education providers will need to contact StudyLink.

Parameter	Description
VoS Request Frequency	The number of days between when StudyLink sends an initial VoS request for a student, and when a follow-up request will be sent
VoS Lead In Days	The number of days prior to the student's declared study start date that the initial VoS request will be issued
Pay Fees Day	The earliest StudyLink will pay fees is either <ul style="list-style-type: none"> • 14 days prior to study start date • On the study start date • 7 days after the study start date
IRD Before VoS	Option for StudyLink to not send VoS requests until it has sighted evidence of the student's IRD number
Require Student ID	Option for StudyLink to not send VoS requests until it has the student ID number
Ignore Mismatch	If set to "yes", the education provider will be able to match on 2 out of 3 identifiers. If set to "no" the education provider will need to match on all 3 identifiers

3 File Types and Formats

3.1 Overview

Different types of files are exchanged between StudyLink and education providers. All these files have different formats, and properties.

The files exchanged by StudyLink and education providers through VoS Online are ASCII comma separated value (.csv) files. These have two header lines detailing the type of file, date it was produced, and the number of records contained. To increase the security of student's information, there are no field name or column headings within the files.

Files to be transferred via VoS Online are compressed using the ZIP archive file format, without password protection.

Files are named in such a way that they can be easily distinguished. Each filename begins with a letter which specifically shows the type of the file, followed by the education providers MOE code (or EDUMIS number), and the date:

Prefix_ProviderCode_ddmmyyyy.extension

The table below shows the naming standards, using Massey University EDUMIS/MoE Code 7003 and the date of 1 May 2014.

File type	Loaded By	Prefix	Extension	Example file name
Zip/Container File	Both	Z	.zip	Z_7003_01052014.ZIP
VoS response file	Education Provider	C	.vos	C_7003_01052014.VOS
Fee refund	Education Provider	F	.pay	F_7003_01052014.PAY
VoS request file	StudyLink	R	.vos	R_7003_01052014.VOS
Student Loan payment schedule	StudyLink	P	.pay	P_7003_01052014.PAY
Student Loan monthly payment schedule	StudyLink	M	.pay	M_7003_01052014.PAY
Step Up Scholarship payment schedule	StudyLink	S	.pay	S_7003_01052014.PAY
Bonded Merit Scholarship payment schedule	StudyLink	B	.pay	B_7003_01052014.PAY
TeachNZ Scholarship payment schedule	StudyLink	E	.pay	E_7003_01052014.PAY
Non-payment of fees report	StudyLink	D	.dec	D_7003_01052014.DEC
Student Loan status report	StudyLink	S	.asr	S_7003_01052014.ASR

Files Uploaded by StudyLink

The zip file may contain one or more of the above files depending on the information StudyLink is providing. Multiple files may be loaded by StudyLink on the same day, for example where waiting on production of a status report would cause undue delay to other files

In these cases, the file name will have a time stamp after the date, for example Z_7002_01052014045245.ZIP

Files Uploaded by Education Providers

The zipped file from education providers, e.g. Z_7002_01052014.ZIP, may contain more than one file, for example:

C_7002_01052014.VOS VoS Response file
F_7002_01052014.PAY Fee Refund Schedule

Additional files can be uploaded by education providers during the same day, provided their filenames are unique. For example if a student was overlooked in the file Z_7002_01052014.ZIP, a follow-up file could be loaded by the education provider with the name Z_7002_01052014A.ZIP

3.2 VoS Request Files

VoS Request files are placed automatically on the VoS Online website the day they are generated. Where a StudyLink Officer initiates a re-VoS, that request is issued overnight, so will be in the VoS Request file that is placed on the website the following day.

A VoS Request file will only contain one record (line) per student.

When viewed as a .csv file a VoS Request file will appear as below:

```
WINZ Verification of Study Request Filename=R_7003_01052014.VOS
No. of records=3 Date Sent=01052014 SLO Officer=StudyLink
"ARCHER","STERLING",05121978,900005601,13156008,25012014,1,1,F
"GRIFFIN","PETER",25011977,900005626,13156042,25012014,1,1,F
"STARK","EDDARD",22071973,900005634,13155860,25012014,1,1,V
```

The header contains two lines. The first line indicates that it is a VoS Request file for 7003, the second that it contains 3 records, and was generated on 1 May 2014.

The table below breaks down each of the fields, using the first record as an example:

Field Name	Contents of this file	Comments
Last Name	ARCHER	
First Name	STERLING	
DOB	05121978	
StudyLink Client Number	900005601	
Student ID Number	13156008	
Study Start Date	25/01/2014	The date StudyLink is requesting enrolment details from
APPL_SEQ	1	Field no longer used – will always be 1

STPC_SEQ	1	Field no longer used – will always be 1
Fee Information Flag	V	Set to F (where fees are requested), or V (where no fees are requested)

3.3 VoS Response files

Where a field is not required to be completed, it is left blank. For example, within a VoS response, where vacation periods are not required to be entered, the field called “Study Break 1 Start Date” should be blank.

One record (line) is to be returned per programme of study.

A VoS response will look slightly different in each case, depending on whether it is a confirmed response, or an unconfirmed response, and also whether the student has fees, segments, or vacation periods.

An example of a VoS response file in .csv format.

```
"ARCHER","STERLING",05121978,900005601,13156008,25022013,1,1,
,MY0087,25022013,22062013,0.5,25022013,22062013,0.5,,,,,,,,,
,,,,,3067.9,0,01
```

Where the field is not required, it should be left as NULL, with the exception of a Fees Request; where no fees are required, return 0.

Where a field is not required, no spaces should be entered. No spaces should be entered in between commas, and no commas should be added or removed.

For any name or status fields, the content of the field must be between by quotation marks/speech marks. For example, “ARCHER”, “STERLING” as opposed to ARCHER, STERLING. This is the same for any status fields as well.

For further information regarding VoS Responses, see section 4 of this document.

3.4 Payment Schedules

StudyLink provides education providers with schedules of any direct transfers made to the provider’s nominated bank account. These payment schedules show the individuals that the bulk payment was for, and the amount being paid for each individual account.

- Daily payment schedules are made available on VoS Online the morning that payment will be made to the education provider’s nominated bank account. The header of a daily payment schedule contains two lines. It advises that it is a payment schedule, the number of students contained, and the total amount being paid. There is also a reference number, which is the provider code and the payment date:

```
Filename=P_7002_01052014.PAY Records=1
Date Paid=01052014 Amount=$200.00 Ref=7002_01052014
"DRONKEY","RAPUNZEL",05051968,900003496,2515796373,200,
```

- Monthly payment schedules are uploaded on the 2nd working day of every month, and list all payments made by StudyLink in the previous month. The Date Paid is replaced with the Month of Payment in a MMM-YYYY format:.

Filename=P_7002_02062014.PAY Records=1
 Month of Payment=May-2014 Amount=\$200.00 Ref=7002_02062014
 "DRONKEY","RAPUNZEL",05051968,900003496,2515796373,200

Students within a payment schedule are ordered by Family Name. There may be more than one entry for a single student in a daily and/or monthly payment schedules, if an education provider has made, and been paid against, multiple fee requests.

The table below shows what each field is within the record,

Field Name	Field Length	Field Format	Contents of this file	Comments
Last Name	30		DRONKEY	
First Name	30		RAPUNZEL	
DOB	8	ddmmmyyyy	05/05/1968	
StudyLink Client Number	9	nnnnnnnnn	900003496	Where the value is less than 9 characters, the last character(s) will be left as NULL's
Student ID Number	10		2515796373	Where the value is less than 10 characters, the last character(s) will be left as NULL's
Amount	15.2	Nnnnnnnnnnnnnnnn.nn	\$200.00	
Amount Difference	1		Blank	Where the amount paid is different to the amount requested by the education provider, this field will contain an asterix(*)

3.5 Refund Schedules

Where a student qualifies for a full or partial refund of fees, whether due to a change of course or a withdrawal, the education provider must return any monies owed back to StudyLink (where the initial payment was made from StudyLink). Refund eligibility is determined by NZQA in line with the Student Fee Protection scheme.

Fee refunds can be paid to StudyLink either by direct transfer to the StudyLink bank account **[03-0049-0006550-25]** at Westpac, or by non-transferable cheque payable to "WINZ StudyLink".

A subsequent "Refund Schedule" must also be sent to StudyLink. Within the refund schedule is a 'status' field. This should be set to 'W' where the student has withdrawn from study, or left blank for any other study changes. Where this field is left blank, StudyLink will issue a send a VoS request for that student to pick up any changes in the study information.

StudyLink will accept fee refund schedules via:

- a file on VoS Online; or
- a scanned attachment to studylink_finance@msd.govt.nz; or
- fax to 0800 88 77 88; or
- via post to Student Support Centre, Private Bag 11070, Manawatu Mail Centre, Palmerston North

Refund schedule files use formatting similar to daily payment schedules, and when viewed as a .csv file should appear as below;

```
Filename=F_7002_01052014.PAY Records=1
Date Paid=01052014 Amount=$2010.00
"MOUSE","MICKEY",17051972,900013495,21478,2010,,
```

The table below describes each field, using the example from above;

Field Name	Field Length	Field Format	Contents of this file	Comments
Last Name	30		MOUSE	
First Name	30		MICKEY	
Date of birth	8	ddmmyyyy	17051972	
StudyLink Client Number	9	nnnnnnnnn	900013495	
Student ID Number	10	nnnnnnnnnn	21478	
Amount	15.2	nnnnnnnnnnnnnnnn.nn	2010.00	
Status	1		Blank	Set to 'W' if the student has completely withdrawn from study. Otherwise, blank.

Where a status of 'W' is not supplied, StudyLink will send a new VoS request to the education provider for that student. This is to pick up any changes in the students study details that may have led to the refund.

3.6 Status Reports

Status reports provide information on the state of Student Loan applications for students that have applied for one, and elected to have it pay their compulsory fees to their education provider. These are uploaded the morning of each weekday to VoS Online, and report statuses as at close of business the previous day.

There are multiple different states, and contexts within those states, that indicate the progress of a student's application. Status Reports training material is available from the StudyLink Helpline and explains the status reports, states and contexts and periods they will appear for in further detail.

There may be multiple entries for the same student on any single status report, if they have made applications to StudyLink for different periods of study, or made an additional application for the same period.

By default the information on the Status Reports will be grouped by the 'State' and then ordered by the students' Family Name. The Campus field will only be included if provider requests Campus to be reported.

Status reports are generated even if there are no students to be reported on that status report. The states are captured overnight and the Status Report shows the state and the date the state was captured.

The state shown will be the overall state of the student's application, as the Status Report can only show one state per application. Where context information is associated with a state this will also be reported, for example:

Status:

INCP Application is incomplete and cannot proceed without further information

Context:

IRDN The student needs to indicate what their IRD number is

If multiple items of information are required for an application, these will be listed with a hash (#) separating them in the context field.

When viewed as a .csv file a status report will appear as below;

```
WINZ Automated Status Report Filename=S_7001_15012014.ASR
No. OF records=5 DATE Sent=15012014 SSO Officer=WINZ Student Services
"AUCKLAND","BANNER","DAVID",02031994,900004012,"13345330",22072013,ACTIVE,3
0072013,
"AUCKLAND","CLEGANE","GREGOR",28111988,900003824,"13453017",22072013,ACTI
VE,25072013,
"AUCKLAND","CONNOR","JOHN",07031985,900003859,"12569082",10022014,ACTIVE,0
8012014,
"AUCKLAND","GRIFFIN","PETER",18011971,90003904,"13452409",22072013,ACTIVE,17
062013,
"AUCKLAND","JORDAN","HAL",04111977,900004098,"12570292",10022014,ACTIVE,130
12014,
```

The header advises that this is a status report for provider. 7001 University of Auckland
The report is sent on 15 January 2014 and contains 5 records.

The table below advises what each field is, using the first record as an example.

Field Name	Field Length	Field Format	Contents of this file	Comments
Campus	60		Auckland	The campus the student is enrolled with
Last Name	30		BANNER	
First Name	30		DAVID	
Date of birth	8	ddmmmyyyy	02031994	
StudyLink Client Number	9	nnnnnnnnn	900004012	

Student ID Number	10	nnnnnnnnnn	13345330	
Study start date	8	ddmmyyyy	22072013	
Status	6		ACTIVE	
Status Date	8	ddmmyyyy	30072013	The date that the Student Loan switched to this status
Context	30			

The Status Report 'Context' values STID and FEES can show for multiple providers, but they may not necessarily be for your particular provider. For example, the student may be studying at both 6001 and 7003. A student ID has been supplied for 6001, but is still required for 7003. In this case, the Context field will show STID on the status reports for both 6001 and 7003.

3.7 Non-Payment of Fees (also known as Fees to No Fees) Report

Where required, these reports are loaded onto VoS Online the morning after fees were due to be paid. They show cases where fees were initially to be paid via the Student Loan but following a change in circumstance will not be. There are a variety of reasons why course fees may not be paid to providers, including:

- The student has withdrawn from study.
- The student requests their application for a Student Loan is discontinued.
- The student changes their mind and no longer wants their fees paid via the loan.
- The student's application for a Student Loan is declined.
- The student cancels their Student Loan within the 7-day disclosure period.
- The student's programme is not approved by TEC for fee payment

The report will confirm that fee payment will not be forthcoming, but does not specify the reason for individual students. If there are no students at a provider who require reporting on when it is scheduled to be run, then no non-payment of fees report will be generated for that provider for that day.

When viewed as a .csv file a non-payment of fees report will appear as below;

```
StudyLink Notification of Non Payment of Fees Filename=D_8509_01052014.DEC
No. of records=1 Date Sent=01052014 SSO Officer=SLO
"MARTELL","OBERYN",05071982,900003824,2012003
```

This header confirms that this is a non-payment of fees report for provider 8509, contains one record and was sent on 1 May 2014.

The table below shows each field, using the first record as an example;

Field Name	Field Length	Field Format	Contents of this file
Last Name	30		MARTELL
First Name	30		OBERYN
Date of birth	8	ddmmyyyy	05071982
StudyLink Client Number	9	nnnnnnnnnn	900003824
Student ID Number	10	nnnnnnnnnn	2012003

4 VoS Responses

4.1 General Rules Around VoS Responses

- The VoS Response filename is used as a unique identifier in the StudyLink system. Any file received with a duplicate filename will not be successfully loaded into the system.
- A provider should return a single record in the VoS Response for each programme of study the student is enrolled in.
- The provider should provide all study details for the student, commencing on or after the study start date specified in the VoS Request.
- If multiple programmes of study for a student are returned in a single VoS Response file, any Fees information should be identical on all the lines returned. Each programme or enrolment period should be a separate line within the VoS response.
- Where a VoS response fails, StudyLink will contact the education provider and advise of this. A VoS response can fail for a number of reasons, including, but not limited to;
 - Commas or zeros not added correctly when a field is not required to be reported
 - Additional commas have been added, or commas have been removed
 - More than one decimal point in an EFTS value
 - No quotation marks around the first name, last name or status fields
 - Fields are not reported in the correct format (for example, dates) or they exceed the character limits

4.2 VoS Response File Format

Field Name	Field Type	Field Length	Field Format	Contents of this file	Comments
Last Name	Alpha	30		Griffin	The Student's Family Name
First Name	Alpha	30		Peter	The Student's Given Name(s)
DOB	Numeric	8	ddmmyyyy	25011977	The Student's date of birth
StudyLink Client Number	Numeric	9	nnnnnnnnn	900005626	The Student's client number. For values of fewer than 9 characters, padding is not required
Student ID Number	Alpha	10		13156008	The education providers Student ID. This value may be updated by education providers, if the number on the VoS request is incorrect. Where value is less than 10 characters, padding is not required
VoS Study	Date	8	ddmmyyyy	25022014	Education Provider

Start Date					should supply details of all study that commences on or after this date, within a 52 week period.
APPL_SEQ	Numeric	1		1	Field no longer used – will always be 1
STPC_SEQ	Numeric	1		1	Field no longer used – will always be 1
Status (Not Known or Pending)	Alpha	1		N U P I D S W	Whether a student's verification of study is 'not known', 'pending' or mismatched. If the student's study is known to the education provider, this field should be left at NULL N – Not known U – Unregistered P – Pending I – Student ID Mismatch D – Date of Birth Mismatch S – Full name mismatch W – Student Withdrawn from study NULL – Student Confirmed
Programme Code (PC Code)	Alpha	10			The MoE Prospectus programme code for the Student's study. (e.g. NC5121 for the National Certificate in Horticulture).
Study start date TOTAL	Numeric	8	ddmmmyyyy	25022014	The study start date of the student's programme of study. As determined by the requested Study Start Date
Study end date TOTAL	Numeric	8	ddmmmyyyy	25022014	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 is field is NULL) Where the value is less than n.nnnn characters padding is not required e.g: 1, .5, .25

Start date 1 (segmented study)	Numeric	8	ddmmyyyy	24022014	The start date of the first component of the student's study period. The field is left NULL if this breakdown options are not used.
End date 1 (segmented study)	Numeric	8	ddmmyyyy	23062014	The end date for the first component of the student's study period. Field is left NULL if this breakdown options are not used.
EFTS for study period 1	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.
Start date 2 (segmented study)	Numeric	8	ddmmyyyy		The start date for the second component of the study period. Field is left NULL if this breakdown options are not used.
End date 2 (segmented study)	Numeric	8	ddmmyyyy		The end date of the second component of the student's study period. Field is left NULL if this breakdown options are not used.
EFTS for study period 2	Numeric	1.4	n.nnnn		The EFTS value of the second component of the student's study period. Field is left NULL if this breakdown options are not used.
Start date 3 (segmented study)	Numeric	8	ddmmyyyy		The start date for the third component of the study period. Field is left NULL if this breakdown options are not used.
End date 3 (segmented study)	Numeric	8	ddmmyyyy		The end date of the second component of the student's study period. Field is left NULL if this breakdown options are not used.
EFTS for study period 3	Numeric	1.4	n.nnnn		The EFTS value of the third component of the student's study period. Field is left NULL if this breakdown options are not used.
Start date 4	Numeric	8	ddmmyyyy		The start date for the

(segmented study)					fourth component of the study period. Field is left NULL if this breakdown options are not used.
End date 4 (segmented study)	Numeric	8	ddmmmyyyy	Blank	The end date of the fourth component of the student's study period. Field is left NULL if this breakdown options are not used.
EFTS for study period 4	Numeric	1.4	n.nnnn		The EFTS value of the fourth component of the student's study period. Field is left NULL if this breakdown options are not used.
Full time indicator	Alpha	1		Y N	If the education provider does not have EFTS values of its courses (e.g. it is a secondary school) Y – states whether the Student is considered Full Time, N – that they are not. If EFTS value is known, this field is left at NULL
Study break 1 start date	Numeric	8	ddmmmyyyy		The start date of the first vacation period that exceeds 3 weeks during the student's study period. Field is NULL if there are no breaks in study exceeding 3 weeks
Study break 1 end date	Numeric	8	ddmmmyyyy		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 NULL if there are no breaks in study exceeding 3 weeks
Study break 2 start date	Numeric	8	ddmmmyyyy		The start date of the second vacation period that exceeds 3 weeks during the students study period. Field is left NULL if there are no breaks of study exceeding 3 weeks.
Study break 2 end date	Numeric	8	ddmmmyyyy	Blank	The end date of the second vacation period that exceeds 3 weeks

					during the students study period. Field is left NULL if there are no breaks of study exceeding 3 weeks.
Total Compulsory Fees	Numeric	15.2	nnnnnnnnnn nnnnn.nn	00000000 000000.00	Total Compulsory Fees
Fees Request	Numeric	15.2	nnnnnnnnnn nnnnn.nn	00000000 000000.00	The amount the education provider is requesting the Ministry to pay for the student's outstanding fees.
Fund Code	Alpha	3		01	The Source of Funding code. If the VoS has a Withdrawn status or is not "Confirmed" this field can be left blank.

Multiple records with the same fund code are permitted. For example more than one Youth Guarantee Scheme funding code record is required. In this situation the minimum and maximum ages must be different for the same funding code records.

4.3 Non-updatable fields

The following fields should not be amended by a provider from the values specified in the VoS Request:

Family Name
Given Name(s)
Date of Birth
StudyLink Client Number
Study Start Date
APPL_SEQ
STPC_SEQ

4.3.1 StudyLink Client Number

A provider may store the student's Client Number on their records. This would be useful when wanting to return a 'blank' VoS at a later date for that student, and where an education provider needs to query a student's file with StudyLink.

A provider must not use the student's Client Number for any other purpose, such as matching student details.

4.3.2 VoS Study Start Date

The VoS Study Start Date field is used to specify the date from which Verification of Study details are required.

Providers should respond with information on all study that commences on, or after, the VoS Study Start Date requested. The study end date should not be more than 52 weeks from the study start date unless the programme itself is approved by the Tertiary Education Commission for runs in excess of that length (this can be viewed at www.whichcoursewhere.co.nz/SearchQualAdvanced.aspx)

The study start date is used so that StudyLink can request information for a specific period of the year, for example second semester only, it also allows for study details that span calendar years e.g. Semester Two 2014 to Semester One 2015.

The default VoS Study Start Date is one calendar month prior to either the date the student supplied on their application (if no VoS has applied), or the start date of the latest applied VoS. This is to allow for small changes in start date, and students being unsure of the exact date their programme commences.

Study period is the term used for the period between the 'Student start date of study TOTAL' and 'Student end date of Study TOTAL' for a specific programme code.

4.3.3 APPL_SEQ and STPC_SEQ

These fields are no longer used and both will always be set to 1 in a VoS response.

4.4 Status Field

The 'status' field is used to report on mis-matches and cases where the student is not able to be confirmed.

The following is a list of the values that can be used in the Status field of the VoS Response. Unless otherwise stated, a Resulting VoS Status of 'Requested' will see the VoS Cycle continue until it has reached its end point of 12 requests/two weeks past study start date (whichever is later)

Value in 'Status' field	Description	Resulting VoS Status	Comments
Null (Blank)	Blank (Confirmed)	Confirmed	Used when a provider considers the student enrolled. Generally this will be when the student has been confirmed into their programme of study and either paid, or made arrangements to pay their fees (e.g. via Student Loan)
N	Not Known	Requested	Used when a provider cannot find a match for the student. If this status is returned immediately following a pending response, the cycle will close and the student's application will be declined.
U	Unregistered	Requested	Used when the student is known to the provider, but is not registered for study beginning on or after the VoS Study Start Date. If this status is returned immediately following a pending response i.e. the will no longer be enrolling with the provider, the student's application will be declined
P	Pending	Requested	Used when the student is known to the provider and is intending to study during the requested period, as identified by the Study Start Date in the VoS Request, but the provider has not yet completed the enrolment at the time of the VoS Request.

I	Mismatch ID	Incomplete Response/ Confirmed response	The request can be matched by Name or DOB, but the Student ID supplied does not match the provider's record. Unless the 'Ignore Mismatch' is set to 'yes' in the StudyLink system, the VoS cycle will be stopped and student will be issued a letter to confirm their Student ID with StudyLink
D	Mismatch DOB	Incomplete Response/ Confirmed response	The request can be matched by Student ID or Name, but the Date of Birth supplied does not match the provider's record. Unless the 'Ignore Mismatch' is set to 'yes' in the StudyLink system, the VoS cycle will be stopped and student will be issued a letter to confirm their correct date of birth with StudyLink.
S	Mismatch Full Name	Incomplete response/ Confirmed response	The student record is matched by Student ID or Date of Birth, but the Name does not match the provider's record. Unless the 'Ignore Mismatch' is set to 'yes' in the StudyLink system, a new VoS request will be sent using an alias the Student has indicated to StudyLink. Where all alias' have been exhausted, or the student had not listed any in their application, the VoS cycle will be closed and the student will be issued a letter to confirm their details.
W	Withdrawn	Confirmed	Student has withdrawn entirely from the programme. (This response can be by the provider without waiting for a VoS request).

4.4.1 Reporting mis-matches of identifiers

The use of this field is dependent on whether the education provider is set up to match on two out of three identifiers (Ignore Mismatch is set to 'yes') or set up to match on three out of three identifiers (Ignore Mismatch is set to 'no').

The 'VoS Rules and Processes for Education Providers' document discusses the matching processes in greater details.

Providers that match on two out of three identifiers

Where the provider successfully matches on all three identifiers, the status field should be set to a value that reflects the student's current enrolment.

Where the provider matches on two out of the three identifiers, they can report the incorrect identifier in the 'status' field of the VoS response. This is not a requirement though as this mismatch will be ignored.

Where the provider can match on fewer than two identifiers, the 'Status' field should be set to 'N', for 'Not Known'.

Providers that match on three out of three identifiers

Where the provider successfully matches on all three identifiers, the status field should be set to a value that reflects the student's current enrolment.

Where the provider matches on two out of the three identifiers, they must report the incorrect identifier in the 'status' field.

Where the provider can match, but on fewer than two of the identifiers, the 'status' field should be set to 'N', for 'Not Known'.

4.5 Date of Study Breakdown

There are four sets of fields to allow for providers that offer component, module or semester based study.

The student's overall Start date, End date and EFTS value, for the complete study period are to be entered in the Total fields:

Student start date of programme of study TOTAL
Student end date of programme of study TOTAL
EFTS value of programme of study TOTAL

A breakdown of the year into components, modules or semesters can then be entered into the four Study Breakdown sections:

Student start date of programme of study 1-4
Student end date of programme of study 1-4
EFTS value of programme of study 1-4

This information is used to help assess students who may only be eligible for loans during a particular component, module or semester of the year.

It is recommended, but not compulsory, that providers use the Study Breakdown sections for all students enrolled in summer schools.

When the Study Breakdown fields are not used, they should be left NULL.

4.6 Breaks in Study

There are two sets of "Break in Study Exceeding 3 Week" fields. These are to cater for students who have breaks during their study period for more than 3 weeks.

Payment of Living Costs from a Student Loan and/or Student Allowance payments will be stopped during any break in study exceeding 3 weeks.

Where there are no breaks that exceed three weeks in length, these fields should be left blank

4.7 Full-time Indicator

This field is used only for secondary schools, as their programmes do not have a corresponding EFTS value. The field should be left blank by all tertiary providers.

For information on what constitutes full-time, refer to the VoS Rules and Processes for Education Providers' document

Set this field to:

- 'Y' To indicate the Student is considered Full-time

- 'N' To indicate the Student is NOT considered Full-time

4.8 Fee Information

The Fee Information flag is used in the VoS Request to indicate whether StudyLink is requesting a student's study information only or study and fees.

If in the VoS Request the Fee Information Flag is set to:

- **V** Study details only should be returned by the provider
- **F** Study details, along with the Total Compulsory Fees and the Fees Requested should be returned

If fee information is not available when the VoS Request is received by a provider, but study details are, providers can reply with study details only; StudyLink will continue to VoS for the fees information.

4.8.1 Total Compulsory Fees

The Total Compulsory Fees for a student for the study period must be aggregated for the student and included for each programme code returned in the VoS Response.

The fees reported should not be for the entire length of the qualification (for example, the fees should not be \$100,000 for a Medical program – they would be \$15,000 for the yearly amount). The fees reported should be the fees for the period of time that is being reported in the VoS response.

Each programme code in a single VoS Response **MUST** have the same Total Compulsory Fees; otherwise incorrect Fee Payments may occur. This is cases where multiple lines of study are being reported in the one VoS response.

4.8.2 Fees Request

The Fees Request is the amount of fees that the provider is requesting StudyLink pay from the Student Loan, on behalf of the student, for the given study period.

These must be aggregated for the student and included for each programme code returned in the VoS Response.

Each programme code in a single VoS Response **MUST** have the same Total Outstanding Fees; otherwise incorrect Fee Payments may occur. This is cases where multiple lines of study are being reported in the one VoS response.

4.8.3 Fund Code

If the student's study start date is before 1 January 2015 the program fund code will be ignored and VoS is processed as usual. Otherwise a fund code is required and will be taken into account during the VoS processing.

The funding code provided in the VoS response is compared to a list of approved codes, provided daily to StudyLink by the Tertiary Education Commission (TEC).

The student's funding code should only be changed when the student has been changed by the provider to a different source of funding.

