



SDR

File and Field Specifications

For

Total_Fee and Fees_Free_Eligible

2018

Version 2.0

Date: 31 July 2018

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Background

Fees free eligible

Adding a fees free indicator as part of the SDR Student File, will allow the Ministry of Education (MoE) to use SDR data to monitor outcomes of the fees-free policy.

Fees free eligible indicator field (Fees_free_eligible)

This field records the Y/N/U at the extraction date of the SDR return.

- 'Yes' (Y) if a student is fees free eligible, or
- 'No' (N) if a student is not fees free eligible, or
- 'Unknown' (U) if a student's eligibility is unknown

If you are not delivering fees free eligible courses, the SMS system can be default to 'N' for the fees free eligible indicator.

Note: the student eligibility data is supplied by the TEC.

Total fee

Having the total fee for each student allows the MoE to undertake policy modelling on the wider tertiary funding system (including the introduction of additional years of fees free).

Total fee for domestic student field (Total_fee)

This field collects fee data for all domestic students returned in the SDR. The total fee for an individual student is a sum of the following three components that a domestic student is charged for the whole year.

It is made up of tuition fees, compulsory course cost fees, and student services fees and any other compulsory fees. It is GST inclusive.

In response to sector feedback (and given the short notice for changes) the Ministry of Education (MoE) has decided data for the '**Fees Free eligible indicator field**' and '**Total fee for domestic student field**' will remain as optional for August and will not become compulsory for December.

- In the August 2018 SDR, the validations for these fields will remain in '**WARNING**' mode.
- In the December 2018 SDR, the validations for these fields will not become **ERROR**. But if you could submit the data for the December SDR, please do so.
- In the April 2019 SDR, the validations for these fields will be in '**ERROR**' mode, you must provide this data from April 2019 SDR onwards.

Changes

Period effective

The changes are effective from August 2018 SDR onwards.

Changes to the File Specifications – Student File [STUD] – TOTAL_FEE

- Column 24-29 become Field 1.5
- Field Name = TOTAL_FEE
- Field Title = Total fee for domestic student
- Field Length = 6
- Field Type = Numeric
- Fill Character = Blank

Changes to the File Specifications – Student File [STUD] – FEES_FREE_ELIGIBLE

- Column 55 becomes Field 1.14.1
- Field Name = FEES_FREE_ELIGIBLE
- Field Title = Fees Free Eligible Indicator
- Field Length = 1
- Field Type = Character
- Fill Character = n/a

File Specifications – Student File [STUD]						
Field No	Field Name	Field Title	Field Length	File Position	Student Types	Page No.
1.1	INSTIT	Provider Code	4	1-4	B,C,D	
1.2	ID	Student Identification Code	10	5-14	B,C,D	
1.3	GENDER	Gender	1	15	B,C,D	
1.4	<u>DOB</u>	Date of Birth	8	16-23	B,C,D	
1.5	TOTAL_FEE	Total fee for domestic student	6	24-29	B,C,D	
1.6	NAMEID	Name ID Code	5	30-34	B,C,D	
1.7	PRIOR_A	Main Activity at 1 October in Year Prior to Formal Enrolment	2	35-36	D	
1.8	FIRST_YR	First Year of Tertiary Education	4	37-40	D	
1.9	DIS_ACCESS	Disability Services Accessed Indicator	1	41	D	
1.10	S_SCHOOL	Last Secondary School Attended	4	42-45	D	
1.11	Y_SCHOOL	Last Year at Secondary School	4	46-49	D	
1.12	SEC_QUAL	Highest Secondary School Qualification	2	50-51	D	
1.13	CITIZEN	Country of Citizenship	3	52-54	B,C,D	
1.14.1	FEES_FREE_ELIGIBLE	Fees Free Eligibility indicator	1	55	B,C,D	
1.14.2	<i>(removed)</i>	<i>(Padded blank)</i>	1	56		
1.15	DISABILITY	Disability Indicator	1	57	D	
1.16	FINISH	Expectation to Complete a Qualification this year	1	58	D	
1.17	IWI	Iwi Affiliation	12	59-70	C,D	
1.18	IRDNOS (removed)	Padded Blanks (previously IRD Number)	9	71-79	D	
1.19	NSN	National Student Number	10	80-89	B,C,D	
1.20	FOREIGN_FEE*	Tuition fee paid by international fee-paying student	5	90-94	B,C,D	
1.21	MAX_Exempt_Fee	Maxima Exempt Fees	5	95-99	B,D	
1.22	ETHNIC	Ethnicity	9	100-108	C,D	
1.23	PERM_POST_CODE	Permanent Post Code	4	109-112	D	
1.24	TERM_POST_CODE	Term Post Code	4	113-116	D	

Notes: Every student in the Course Enrolment file should appear only once in the Student file.

* The Foreign Fee can be returned on either the Student File or the Course Register File, **but not on both.**

Validation Errors:

310 Record not in correct format

Field Name	TOTAL_FEE	Field Number 1.5																		
Field Title	Total fee for domestic student (inclusive of GST)																			
Description	<p>The total fee for an individual student is a sum of the following three components that a domestic student is charged for the whole year.</p> <p>Tuition fees; compulsory course cost fees; and student services fees (and any other compulsory fees).</p> <p>The tuition fee charged to an international fee paying student must be reported to FOREIGN_FEE field.</p>																			
Reason for Field	Having the total fee for each student allows the MoE to undertake policy modeling on the wider tertiary funding system (including the introduction of additional years of fees free).																			
Field Specifications	<table border="1"> <thead> <tr> <th>File</th> <th>Student</th> </tr> </thead> <tbody> <tr> <td>Length</td> <td>6</td> </tr> <tr> <td>Type</td> <td>Numeric</td> </tr> <tr> <td>Justification</td> <td>Right</td> </tr> <tr> <td>Fill Character</td> <td>Blank</td> </tr> <tr> <td>Record Position</td> <td>24-29</td> </tr> <tr> <td>Type of Students</td> <td>B,C,D</td> </tr> <tr> <td>Preceding Field</td> <td>DOB</td> </tr> <tr> <td>Following Field</td> <td>NAMEID</td> </tr> </tbody> </table>		File	Student	Length	6	Type	Numeric	Justification	Right	Fill Character	Blank	Record Position	24-29	Type of Students	B,C,D	Preceding Field	DOB	Following Field	NAMEID
File	Student																			
Length	6																			
Type	Numeric																			
Justification	Right																			
Fill Character	Blank																			
Record Position	24-29																			
Type of Students	B,C,D																			
Preceding Field	DOB																			
Following Field	NAMEID																			
Classification	<p>A numeric value representing whole dollars in form: NNNNNN</p> <p>The value reported is the total fee for a domestic student is paying as at the extraction date of the SDR, this may increase or decrease in subsequent SDRs if courses are added or withdrawn.</p>																			
Validation Logic	<p>Applies To: Type B,C,D students that are domestic students</p> <p>Error</p> <p>665 TOTAL_FEE must be a number if the student is not an international fee paying student</p> <p>666 TOTAL_FEE must be blank if the student is an international fee paying student</p> <p>Note: For August and December 2018 SDR, the validations will be in WARNING mode, they will be turned to ERROR mode from April 2019 SDR onwards.</p>																			
Data Collection	Student application/enrolment form.																			
Field History	<ul style="list-style-type: none"> 2018 August – Field was introduced 2018 August – Validations 665,666 were introduced 																			

Field Name	FEES_FREE_ELIGIBLE	Field Number 1.14.1
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Field Title	Fees free eligible indicator
Description	This field contains a one character code to identify if the student is eligible for fees free or not at the extraction date of the SDR.
Reason for Field	This field is used to determine whether a student is eligible for fees free at the extraction date of the SDR. Note: the student eligibility data is supplied by the TEC.

Field Specifications

File	Student
Length	1
Type	Character
Justification	n/a
Fill Character	n/a
Record Position	55
Type of Students	B,C,D
Preceding Field	CITIZEN
Following Field	Padded blank

Classification	Code	Meaning
	Y	Student is eligible for fees free
	N	Student is not eligible for fees free
	U	Student's fees free eligibility is unknown
The value reported should reflect the Fees Free Eligibility (provider-based study) that the TEC provides in the FeesFreeEligibility.csv spreadsheet published on Workspace 2.		

Validation Logic	Applies To:	Type B,C,D students
	Error	
	663	FEES_FREE_ELIGIBLE is other than Y or N or U
664	FEES_FREE_ELIGIBLE must be N if the student is an international fee paying student	
Note: For August and December 2018 SDR, the validations will be in WARNING mode, they will be turned to ERROR mode from April 2019 SDR onwards.		

Data Collection	Student application/enrolment form.
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Field History	<ul style="list-style-type: none"> • 2018 August – Field was introduced • 2018 August – Validations 663,664 were introduced
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