

Course Materials - TEC Compliance

Overview

The following table summarises items that can be charged to students and those that cannot, under Tertiary Education Commission (TEC) funding rules.

	Item	Can UoA charge the student?	Explanation / Condition
Course Material			
1.	Course books, other course handouts (course materials)	Yes	UoA can charge for course materials if a free electronic version is provided to students, which they can view and print from a secure environment, e.g. Canvas. UoA cannot charge for course materials where students have no option but to purchase from the University.
2.	Course materials that can be used for open / restricted book tests / examinations	No	UoA cannot charge for a course book (or other handouts / material) that can be used in an open book or restricted book examination / test, even if the material is provided online for free. In other words, if the student believes they would be disadvantaged by not having the material at the open / restricted book test, it cannot be charged for.
Software & Equipment			
3.	Software	Yes	UoA can charge for software if it can be purchased from other sources outside of the University. UoA can charge for software if the software is available for students to use, free of charge, on UoA computers (e.g. in labs).
4.	Calculators	Yes	These items are available from other sources outside of the University and will be retained by the student at the completion of the course, so UoA can charge for them.
5.	Safety equipment (lab glasses, lab coats)	Yes	These items are available from other sources outside of the University and will be retained by the student at the completion of the course, so UoA can charge for them.
Compulsory Fieldtrips			
6.	Transport	No	As this is organised by the UoA (not by an external agent) the UoA cannot charge students for this.
7.	Accommodation	No	As this is organised by the UoA (not by an external agent) the UoA cannot charge students for this.
8.	Food	Yes	As students could realistically take their own food, UoA can charge for food.

The TEC Annual Fee Movement Limit (AFML) funding conditions establish which items associated with a course are covered by the limit and are not able to be charged directly to students and which may be charged. Full information can be found at [here](#) (section 9).

The main principle is items which the University is the sole source to which the fee relates, and all Domestic Students validly enrolled in the course are required to pay the fee, then these are all covered by the AFML and cannot be charged by faculties or departments / schools directly to students.

The TEC conditions state that "Fees" include:

- Tuition fees
- Compulsory course costs
- Examination fees
- Material charges
- Costs of field trips
- Costs associated with the compulsory purchase of equipment or books through a Tertiary Education Org
- Other charges associated with a course

That means that calculators, lab coats and safety glasses that can be purchased from a number of sources outside the University, are not course fees and are not covered by the maxima.

In addition to the AFML requirements, the University has over time taken the view that the health and safety requirements associated with field trips mean that transport to the field trip and accommodation during the trip are expenses that students can only purchase from the University and are covered by the course fees charged. Food consumed as part of the trip was not considered to be covered under the AFML as students could realistically take their own food. It would be included if all students were required to pay for the food as part of the trip.

Definition

	Term	Definition
1	Course Materials / Course Books	<p>Course books and other 'handouts' that have been compiled by academic staff at the UoA. Materials are distributed to students by one or both of the following methods:</p> <ul style="list-style-type: none">• Hard copy (bound book, class handout sheets, etc.)• File placed in the Learning Management System (CANVAS) <p>Note that even if material is only distributed via Canvas, it must still have digitisation requested via Talis to be compliant under CLNZ. Distribution can be free or charged for.</p>