

COMPULSORY STUDENT SERVICES FEE
REPORT FOR
THE NEW ZEALAND COLLEGE OF CHIROPRACTIC
YEAR ENDING 31 DECEMBER 2021

The compulsory student services fee (CSSF) is an annual fee of \$300 (incl GST) for students at the New Zealand College of Chiropractic (NZCC). Students enrolled in one course in any one semester in an academic year pay a discounted rate of \$150. Students enrolled in the Chiropractic Supplementary Course as their only course enrolment are exempt from the CSSF.

STUDENT CONSULTATION

The NZCC entered into a collaborative agreement with the New Zealand Chiropractic Students' Association (NZCSA) and signed a delegated authority officially recognising the NZCSA as the student voice representing students.

The NZCSA consults with students on the annual CSSF budget and includes opportunities for consultation through the various internal communication platforms (Teams, OneDrive, email) and individual, club, and class consultation.

Rachelle HardieNeil, Executive Vice President, oversees the CSSF programme for the NZCC and the annual accounts and CSSF report are approved by the Board of Trustees through the Audit and Finance Committee and the New Zealand Chiropractic Students' Association.

The first consultation meeting was held on 29 January 2021. In attendance: Kelsey Swanson, NZCSA President; Ben Carrington, NZCSA Treasurer; John Seo, CSA Treasurer and Rachelle HardieNeil, Executive Vice President, NZCC.

Summary of Meeting:

- 1) Rachelle outlined the background the CSSF programme and the conditions of the use of the funds.
- 2) The 2019 and 2020 CSSF report was shared and reviewed.
- 3) The 2021 budget was discussed and Ben Carrington outlined the student consultation and Student Council feedback process. Feedback and discussion:
 - a. Counselling and Pastoral Care:
The contract with Lifespan who provided counselling, pastoral care and soft skills education was renegotiated and confirmed for 2021. Kelsey Swanson represented the student view in the renegotiation. It was noted that this programme accounts for approximately 50% of the CSSF funding.
 - b. Sports, Recreation and Cultural Activities:
It was agreed that the CSSF in principle continue to support NZCC sports, recreation and cultural activities at the same level as previous years (3%).
 - c. Employment Information:
The 4th years have reported through their reps that they would like to continue with a career fair even if it is online due to the COVID restrictions. They would also be interested in continuing the resume and interviewing training. The budget was set as per previous years at 5%.
 - d. Media:
It was agreed to maintain the current level of funding for internet based media @15%.
 - e. Clubs and Societies:
The NZCSA is still receiving funding requests from clubs and the total amount was not determined.
 - f. Advocacy and Legal:
It was decided it would remain at 3%. Majority of these funds go to students who are facing issues with tenancy agreements.
 - g. Hardship Funds:
The NZCSA discussed the impact of lockdowns and students finding it difficult to work. Rachelle reviewed the TEC Hardship Programme with the CSA. The student feedback was to increase the amount of funds available as students are reporting financial hardship a key issue for them.

The second consultation meeting was held on 5 August 2021. In attendance: Ben Carrington, NZCSA President; Kimberly Turner, NZCSA Secretary, Nigel Standing, NZCSA Treasurer and Rachelle HardieNeil, Executive Vice President, NZCC

Summary of Meeting

Ben outlined the student feedback, and the budget was finalised. We discussed the CSA event schedule and the impact of COVID. Ben and Kim highlighted the increased demand for support funds and decided that the College would manage individual requests alongside the TEC Hardship Fund Programme.

The CSSF income budget was agreed upon:

Student Support 50%

Sport, Recreation, Cultural Activities 5%

Clubs and Societies 10%

Advocacy and Legal Advice 3%

Careers Information, Advice and Guidance 5%

Employment Information 3%

Media 15%

Financial Support and Advice: 9%

APPROVED CATEGORIES

The NZCC offers many programmes and services to students that fall within the categories defined by the Ministry of Education.

Advocacy and Legal Advice

The NZCC provides students with independent support to resolve problems. Professional advice regarding employment and employment contract advice, tenancy issues and rights, and employment disputes are offered free of charge to students.

Careers Information – Advice and Guidance and Employment Information

Students attend speed dating careers events and have time to meet with Chiropractors. Workshops on resume preparation and interview skills are held beforehand to help students prepare.

The Fair did not run in 2021 due to the restrictions of COVID 19. Information was provided to students via online job postings on TEAMS and informal meetings with chiropractors and students facilitated by the College.

Counselling Services and Pastoral Care

The NZCC contracts with counsellors who assist students in acute need with private, confidential and independent support. Faculty are available as mentors and support students who need additional help. The NZCC soft skills programme holds events throughout the year, including managing exam stress, study skills courses, and leadership and mentorship programmes. Individual and group mentors regularly meet with students. The College opened the Quiet Room, a space for students to use for quiet mindfulness practice, contemplation and prayer.

Financial Support and Advice

The NZCSA and the College assist students facing hardship with funds via loans and financial support.

Health Services

The NZCC regularly supports students by encouraging all students to be under care in the Chiropractic Centre and providing information about health professionals in the local area to which students can be referred.

Clubs

There is an extensive and well-attended club programme at the NZCC. They are run by student presidents and supported by faculty and staff. The clubs represent excellent opportunities to support learning. Time is allocated in the academic calendar, and facilities and administrative staff also support clubs. A list of clubs is available on the College website. Clubs are free of charge to students; however, there are some events (e.g. philosophy weekend) that the students may contribute to some of the costs.

Media and Communication

The NZCC provides unlimited internet to students 24/7, partially set off by the CSSF fee.

Sports, Recreation and Cultural Activities

The Student Hub consists of the Gold Lounge and gym, an outdoor area, and a dedicated space for students to relax, study, and exercise. The gym is run by a student president under the club framework and supported by a staff member. The NZCC helps students interested in sports by sponsoring sports teams such as hockey, soccer and softball. The College offers an on-campus café that offers healthy organic choices and is partially subsidised by the College. Students are also heavily subsidised to attend New Zealand's annual chiropractic conference, Lyceum.

For more information on the Minister's Directive on the management and categories of CSSF funds, click [here](#).

FINANCIAL MANAGEMENT

Fees from the CSSF are accrued in the administration budget and accounted for under a specific CSSF account code. Capital expense (CAPEX) is recorded within usual College accounting processes, as are all assets concerning capital valuation for depreciation. Operational expenses (OPEX) related to the CSSF are recorded in the appropriate expense category and tracked using a CSSF budget code.

In 2021, \$76,304 was received from compulsory student services fees. Total expenditure, including OPEX and CAPEX, was \$52,301. Due to COVID 19 lockdown protocols, many activities were cancelled or changed to comply with the alert levels or moved online.

The NZCC manages a January to December accounting period. The 2021 accounts have been audited by the NZCC auditors, BDO, and submitted to NZQA.

COMPULSORY STUDENT SERVICES FEES AS AT 31 DECEMBER 2021 (EXCLUDES GST)

Carryover Balance @ 01 January 2021: \$50,707

Budget Income by Category by Total Income Percentage

Student Support (50%)	\$38,152
Sport, Recreation, cultural Activities (5%)	\$3,813
Clubs and Societies (10%)	\$7,631
Advocacy and Legal Advice (3%)	\$2,290
Careers Information, Advice and Guidance (4.6%)	\$3,815
Employment Information (3%)	\$2,290
Media (15%)	\$11,445
Financial Support and Advice (9%)	\$6,868

Total Income 2021 \$76,304

Expenses by Total Income Percentage:

Student Support (46%)	\$35,809
Sport, Recreation, Cultural Activity & Clubs (1.77%)	\$1,357
Clubs and Societies (5.53%)	\$4,224
Careers Information, Advice and Guidance (3.6%) Including Employment Information	\$2,811
Media (10.61%)	\$8,100

Total Expenses 2021*: \$52,301

Carry Over Balance @31 December 2021: \$74,710

*Expenses do not reflect the total costs but the proportion that the compulsory student services fees contributed.

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