

COMPULSORY STUDENT SERVICES FEE REPORT FOR THE NEW ZEALAND COLLEGE OF CHIROPRACTIC

YEAR ENDING 31 DECEMBER 2017

A compulsory student services fee (CSSF) was introduced in 2014 for all New Zealand College of Chiropractic (NZCC) students at a set annual fee of \$250 inclusive of GST for all students. Students who are enrolled in one course in any one semester in an academic year pay a discounted rate of \$125. Students enrolled in the Chiropractic Supplementary Course as their only course enrolment are exempt from the CSSF. The College has not raised the CSSF since its introduction.

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 in 2013.

On 5 August 2017, Rachelle HardieNeil, Executive Vice President consulted with the NZCSA President Brandon Lerch; NZCSA Officer of Social Melanie Kleinhans; and NZCSA Officer of Finance Kris Ziepes, regarding the allocation and expenditure of the 2017 CSSF. This consultation included the type of services that should be offered to students, procurement for services and the overall approval of the expenditure budget for the CSSF. The NZCSA Committee considered the proposal and agreed on the following:

- Broadband for student WIFI
- Student Support, counselling and pastoral care including clubs, and sports programmes would be continued to be supported by the CSSF, and the NZCSA would become more involved in decisions relating to sports teams.
- The NZCSA would be funded to an amount equalling 5% of the CSSF to continue its student hardship and support programmes.
- It was agreed that the library computers, printing system and email signature project were much needed items to improve the flow of communication and consistent contact details for emails. These costs would be reviewed and undertaken if they could be completed within the CSSF budget.

The meeting and consultation are documented in meeting notes with a copy held with the NZCSA and the office of the Executive Vice President.

STUDENT SERVICES

The NZCC offers many programmes and services to students that fall within the categories that can be supported by a compulsory student services fee as defined by the Ministry of Education. Majority of the services are funded by the NZCC through facilities, salaries and staff resources however some are directly funded by the CSSF.

Advocacy and Legal Advice

The NZCC provides students with independent support to resolve problems. As part of the memorandum of understanding between the New Zealand Chiropractic Board, New Zealand Chiropractors' Association and the NZCC, advocacy and issue management is addressed through MOU meetings. For example, the NZCA is assisting students and chiropractors with employment and contract advice.

Careers Information – Advice and Guidance and Employment Information

Annually at Lyceum, the NZCC hosts a career fair inviting Chiropractors and 4th year students. Hosted on Friday evening before Friday Night Live, students come along to a 'speed dating' careers event and have time to meet with each Chiropractor. Meetings are held with students before the career fair to help them prepare.

Counselling Services and Pastoral Care

The NZCC contracts with counsellors who assist students in acute need with private, confidential and independent support. Also, we have faculty who are available as mentors and provide counselling services for students who need additional support. The NZCC also offers soft skill development throughout the year including managing exam stress, study skills, leadership and mentorship.

Financial Support and Advice

The NZCSA assists students facing hardship with funds via loans and financial support. The NZCC offers various scholarships and awards outlined in the Student Handbook.

Health Services

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

Clubs

The NZCC supports student clubs. They are run by student presidents and supported by faculty and staff. The clubs represent an excellent opportunity to support learning. Special time is allocated in the academic calendar and clubs are also supported by facilities and reception staff. A list of clubs is available on the College website and also include clubs that promote wellbeing such as Chirofit and Mindfulness.

Media and Communication

The NZCC provide unlimited internet to students 24/7. Students are also provided with a personal email address and have access to technology in the library and the chiropractic centre including the NZCC-wide WiFi. Students are also provided Office 365 which includes Word, Excel and PowerPoint. Facebook Connection is a closed Facebook group and acts as the College message board. Student resources are available on a student drive available 24x7. The College has moved to a digital x-ray system, and students can manage patient x-rays via the online x-ray system. Student newsletters, posters and social media activity are actively managed to ensure students are kept up to date.

Sports, Recreation and Cultural Activities

The Gold Lounge and gym is a dedicated space for students to relax, study and exercise. The gym is run by a student president under the club framework and is also supported by a staff member. Also, the NZCC supports students interested in sport 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.

STUDENT SERVICES 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 normal operative processes as are all assets concerning capital valuation for depreciation. Operational expenses (OPEX) related to the CSSF are recorded in the appropriate expense category within normal operative processes and are tracked using a CSSF budget code.

In 2017, \$62,391 was received from compulsory student services fees. Total expenditure including OPEX and CAPEX was \$62,332 representing a \$59 balance.

The NZCC manages a January to December accounting period. The 2017 accounts have been audited by the NZCC auditors, BDO, and submitted to NZQA. The NZCC introduced the CSSF in 2014, and the comparative figures from 2015 are included.

COMPULSORY STUDENT SERVICES FEES AS AT 31 DECEMBER 2017 (EXCLUDES GST)

	<u>2015</u>	<u>2016</u>	<u>2017</u>
Income:	\$52,000	\$58,261	\$62,391
Expenses:			
Counselling Services (Student Support)	\$14,504	\$22,591	\$19,286 ¹
Student Events: (Sport, Recreation, Cultural Activity & Clubs)	\$5,790	\$ 4,500	\$14,530 ²
Assets – Computers (Media and Communication)	\$ 2,696.48	\$23,754	\$10,214 ³
Media: Student data	\$ 8,150.40	\$ 7,471	\$9,375
Media:	\$10,938.96	\$nil	\$8,600 ⁴
Media: (Media and Communicaiton)	\$ 6,265.00	\$nil	
Gym Equipment Repair (Club)	\$ nil	\$nil	\$327
Total Expenses*:	\$50,905.39	\$58,316	\$62,332
Net Outflow:	(\$166.26)	\$(56)	\$59

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

END

¹ Student support includes counselling services; soft skill programme costs; NZCSA Support funds and expenses related to clubs.

² Full costs associated with student events. In 2015 and 2016, the NZCC contributed to student events from operational funds.

³ 2017 capital expenditure related to the library computer upgrade project.

⁴ Costs associated with Microsoft updates for student accounts and back end programming work required for the library computer project. Costs also include implementation of the automated student email signature.