

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

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## YEAR ENDING 31 DECEMBER 2018

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 3 September 2018, Rachelle HardieNeil, Executive Vice President consulted with the NZCSA President Elly Whittaker and NZCSA Officer of Finance Zachary Still regarding the expenditure of the 2018 CSSF. The consultation included the type of services that could be offered as well as an overview of the consultation held with the previous executive members of the NZCSA. The meeting was held later in the year as a result of the NZCSA election of officers and time for consultation with their executive members. The NZCSA elections are generally August to August where by the CSSF is managed through an academic year January to December. Therefore each consultation rolls over to the next financial reporting period.

Summary of Meeting: NZCSA 3 September 2018, Office of the Executive Vice President.

In attendance: Rachelle HardieNeil, Executive Vice President; Elly Whittaker, NZCSA President; Zachary Still, NZCSA Officer of Finance.

Rachelle reviewed the Ministry of Education's CSSF expenditure framework and the delegated authority with the NZCSA. She outlined the meeting minutes with the previous NZCSA executive regarding consultation of expenditure of CSSF funds.

Approximately \$63,000 in CSSF revenue was generated from the CSSF Funds for 2018. Previous discussions with the NZCSA executive agreed that no increase for CSSF would be implemented for 2017 and 2018.

It was agreed that the NZCSA, as a society, would receive 7.5%, an increase of 2.5%, in CSSF funds for 2018 to cover required compliance costs for 2018. It is expected that this increase would be a one-off and would allow the NZCSA to ensure their compliance was up to date.

To support Sports, Recreation and Cultural Activities, the NZCSA would use part of the 7.5% to run the NZCC games which proved a successful event last year that engaged students. The funds are also used to support the hardship fund, for students who require financial assistance either as a loan or a gift.

Continued support for IT concerning unlimited student access to wifi was agreed as access to internet based media forms part of the curriculum and supports most student activities. This cost remains at approximately 25% of CSSF fees.

Continued support for counselling services, soft skill and pastoral care also was agreed to continue and would remain at 25% of CSSF fees. It was noted that the CSSF doesn't contribute to the full cost and is topped up by the College.

Health services is an important part of wellness care and activities such as the check-a-thon and continued communications to ensure students have access to chiropractic care to continue.

Supporting students learning and communication within a SMART Classroom utilising updated communication tools and media was fully supported, and further discussion on what that could mean would continue.

Meeting Closed

### 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. Professional advice regarding employment and employment contract advice; tenancy issues and rights; and employment disputes are provided free of charge to students.

#### *Careers Information – Advice and Guidance and Employment Information*

Annually at Lyceum, the NZCC hosts a career fair inviting Chiropractors and 4<sup>th</sup> year students. Hosted on Friday evening, students come along to a ‘speed dating’ careers event and have time to meet with Chiropractors. Sessions are held with students before the career fair to help them prepare. An annual workshop on preparing their resume is run each year.

#### *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 provide support for students who need additional support. The NZCC soft skills programme hold events throughout the year including managing exam stress, study skills courses, leadership and mentorship programmes. Individual and group mentors regularly meet with students.

#### *Financial Support and Advice*

The NZCSA assists 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 as well as providing information about health professionals in the local area to which students can be referred.

#### *Clubs*

There is a large and well attended club programme at the NZCC. 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 administration staff. A list of clubs is available on the College website and also include clubs that promote wellbeing such as Chirofit and Mindfulness. Clubs are free of charge to students.

#### *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 campus 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. 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. Classroom materials are available 24/7 via the Office 365 log in. Online catalogues through the Library are also available 24/7.

#### *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 and are tracked using a CSSF budget code.

In 2018, \$63,043 was received from compulsory student services fees. Total expenditure including OPEX and CAPEX was \$47,714 representing a \$15,329 balance.

The NZCC manages a January to December accounting period. The 2018 accounts have been audited by the NZCC auditors, BDO, and submitted to NZQA. Comparative figures from 2016 and 2017 are included.

COMPULSORY STUDENT SERVICES FEES AS AT 31 DECEMBER 2018 (EXCLUDES GST)

	<u>2016</u>	<u>2017</u>	<u>2018</u>
Income:	\$58,261	\$62,391	\$63,043
Expenses:			
Student Support	\$22,591	\$19,286	\$20,279 <sup>1</sup>
Sport, Recreation, Cultural Activity & Clubs	\$4,500	\$14,530	\$11,533 <sup>2</sup>
Gym Repair		\$327	
Assets – Computers (Media and Communication)	\$23,754	\$10,214	
Media and Communication	\$ 7,471	\$ 9,375 \$ 8,600	\$15,902 <sup>3</sup>
Total Expenses*:	\$58,316	\$62,332	\$47,714
Net Outflow:	\$(55)	\$59	\$15,329

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

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<sup>1</sup> Student Support: counselling services; soft skill programme costs; student support funds, career fair.

<sup>2</sup> Sport Clubs and Clubs

<sup>3</sup> Costs associated with Microsoft updates for student accounts, IT support and internet.