

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

YEAR ENDING 31 DECEMBER 2019

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. 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.

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. As such, the NZCSA is the governance body the College consults with for the distribution of the CSSF funds and annual budget.

Rachelle HardieNeil, Executive Vice President, manages the CSSF programme for the NZCC and consulted with the NZCSA President Elly Whittaker on 24 April 2019. The consultation included the allowable categories for the CSSF and a review of past budgets. Elly consulted with the NZCSA Executive and approved the 2019 budget.

Summary of Meeting:

In attendance: Rachelle HardieNeil, Executive Vice President; Elly Whittaker, NZCSA President.

Rachelle reviewed:

- Ministry of Education's CSSF expenditure framework
- CSSF budget from 2018

Approximately \$65,000 in CSSF revenue is budgeted for 2019, and the CSSF fee would remain at \$250 for 2019.

It was agreed that the NZCSA would receive financial support for the student hardship fund of approximately 7.5% of the CSSF fee as hardship requests were increasing. We discussed as these are mostly loans, how much future financial support would be required, and this will be a point of discussion for 2020.

Continued support for IT for unlimited student access to wifi was agreed as access to internet supports most student activities. This cost remains at approximately 25% of CSSF fees.

Continued support for counselling services, soft skill and pastoral care agreed. The budget would remain at approximately 25% of CSSF fees. The CSSF doesn't contribute to the full cost, and the College budget subsidises pastoral care.

Health services are an important part of wellness care, and activities for students to promote access to free chiropractic care should continue, and further actions to increase the percentage of students receiving care in the chiropractic centre should be undertaken wherever possible. There was a discussion of wellness care as an overall approach to health and student wellbeing and the importance of a space for student use for quiet contemplation and mindfulness. A budget of \$1,000 was agreed.

Elly identified that the areas that make up the student hub do not have enough seating and benches for student workspace, particularly during class change overtimes. It was agreed that a budget of up to \$4,500 would be used to improve seating. Elly also mentioned that the student hub kitchen needed a new fridge, and one microwave was not enough for 300 students. It was agreed that \$1,500 would be budgeted.

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 offered 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 4th-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 developing 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 help. 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. The College opened the Quiet Room, a space for students to use for quiet mindfulness practice, contemplation and prayer.

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 an excellent opportunity 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 and also include clubs that promote wellbeing such as Chirofit and Mindfulness. Clubs are that free of charge to students.

Media and Communication

The NZCC provide unlimited internet to students 24/7. Students are also given a personal email address and have access to technology in the Library and the chiropractic centre, including campus-wide wifi. Students have an 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 login. Online catalogues through the Library are also available 24/7.

Sports, Recreation and Cultural Activities

The Student Hub consists of the Gold Lounge and gym, outdoor area and the café and 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. The NZCC helps 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 tracked using a CSSF budget code.

In 2019, \$66,318 was received from compulsory student services fees. Total expenditure including OPEX and CAPEX was \$44,423 representing a \$21,895 balance. As part of the NZCSA governance review, some of the planned NZCSA activities did not occur contributing to a surplus of funds.

The NZCC manages a January to December accounting period. The 2019 accounts have been audited by the NZCC auditors, BDO, and submitted to NZQA. Comparative figures from 2018 are included.

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

| | |
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| | <u>2018</u> |
| Income: | \$63,043 |
| Expenses: | |
| Student Support | \$20,279 |
| Sport, Recreation, Cultural Activity & Clubs | \$11,533 |
| Media and Communication | \$15,902 |
| Total Expenses*: | \$47,714 |
| Balance: | \$15,329 |

COMPULSORY STUDENT SERVICES FEES AS AT 31 DECEMBER 2019 (EXCLUDES GST)

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|--|-------------|
| | <u>2019</u> |
| Income: | \$66,318 |
| Carryover Balance (2018): | \$15,329 |
| Expenses: | |
| Student Support | \$16,656 |
| Sport, Recreation, Cultural Activity & Clubs | \$2,418 |
| Clubs and Societies | \$12,667 |
| Advocacy and Legal Advice | \$1,500 |
| Careers Information, Advice and Guidance | \$300 |
| Employment Information | \$150 |
| Health Services | \$794 |
| Media | \$9,938 |
| Total Expenses*: | \$44,423 |
| Balance: | \$37,224 |

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

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