

COMPULSORY STUDENT SERVICES FEE  
REPORT FOR  
THE NEW ZEALAND COLLEGE OF CHIROPRACTIC  
YEAR ENDING 31 DECEMBER 2020

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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 through the Audit and Finance Committee.

The first consultation meeting was held on 19 October 2019. In attendance: Kelsey Swanson, NZCSA President; Isaac Jones, NZCSA Treasurer; Rachelle HardieNeil, Executive Vice President, NZCC.

#### Summary of Meeting:

The meeting outlined the categories of how CSSF funds are used. Kelsey outlined the student consultation process and provided high-level feedback. It was agreed that further consultation would continue at the beginning of Semester One 2020, and the following points were noted.

- Rachelle shared that the 4th year feedback from the 2019 career fair was positive and should continue.
- Isaac had suggested that more student seminars, such as financial management, should be offered.

The second consultation meeting was held on 17 February 2020. In attendance: Kelsey Swanson, NZCSA President; Rachelle HardieNeil, Executive Vice President, NZCC

#### Summary of Meeting

Kelsey outlined the student feedback and provided the basis for which the funds would be budgeted. A review of the counselling programme launched in 2019 was discussed, and based on student and senior management feedback, it was agreed it was a necessary service and should continue.

Kelsey overviewed the discussions with the Club Presidents, and it was agreed that the 2020 budget would be similar to 2019. Similar discussions regarding funding for sports programmes and media were sufficient and would be similar to 2019 budgeting.

The CSSF income budget was agreed upon:  
Student Support 50%  
Sport, Recreation, Cultural Activities 5%  
Clubs and Societies 15%  
Advocacy and Legal Advice 4%  
Careers Information, Advice and Guidance 4%  
Employment Information 2%  
Media 20%

### **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*

Annually at Lyceum, the NZCC hosts a career fair inviting Chiropractors and 4<sup>th</sup>-year students. Students come along to a 'speed dating' careers event and have time to meet with Chiropractors. Workshops on resume preparation and interview skills are held beforehand to help students prepare. On the day, photos and contact details are provided to chiropractors for easy follow-up.

The Fair did not run in 2020 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 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. 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 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 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 provide unlimited internet to students 24/7 of which is partially set off by the CSSF fee. The NZCSA reviewed it in 2019, and the feedback was it is an important and valued service for students.

#### *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 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.

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 2020, \$77,318 was received from compulsory student services fees. Total expenditure, including OPEX and CAPEX, was \$64,257. 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 2020 accounts have been audited by the NZCC auditors, BDO, and submitted to NZQA.

**COMPULSORY STUDENT SERVICES FEES AS AT 31 DECEMBER 2020 (EXCLUDES GST)**

**Income by Category by Total Income Percentage**

|   |          |                 |
|---|----------|-----------------|
| Student Support (50%)                         | \$38,870 |                 |
| Sport, Recreation, cultural Activities (5%)   | \$3,887  |                 |
| Clubs and Societies (15%)                     | \$11,660 |                 |
| Advocacy and Legal Advice (4%)                | \$3,110  |                 |
| Careers Information, Advice and Guidance (4%) | \$3,110  |                 |
| Employment Information (2%)                   | \$1,554  |                 |
| Media (20%)                                   | \$15,548 |                 |
| <b>Total Income 2020</b>                      |          | <b>\$77,739</b> |
| Carryover Balance (2019):                     |          | \$37,224        |

**Expenses by Total Income Percentage:**

|   |          |                 |
|---|----------|-----------------|
| Student Support (51%)   | \$39,718 |                 |
| Sport, Recreation, Cultural Activity & Clubs (3.5%)                                 | \$2,707  |                 |
| Clubs and Societies (5.9%)  | \$4,568  |                 |
| Careers Information, Advice and Guidance (1.6%)<br>Including Employment Information | \$1,241  |                 |
| Media (20.6%)   | \$16,023 |                 |
| <b>Total Expenses 2020*:</b>  |          | <b>\$64,257</b> |
| Opening Balance 1 January 2021  |          | \$50,706        |

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

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