

- Compulsory Student Services Fee
Report For
The New Zealand College of Chiropractic
Year Ending 31 December 2022

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.

Marina Fox, Vice President - Academic, 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 meeting was held on 29 April 2022

Ben Carrington - NZCSA President, Rachele HardieNeil, Executive Vice President, NZCC.

Second meeting was held on 08 December 2022

Sienna Beer - NZCSA President, Marina Fox - Vice President Academic, Sarah Gilmore - Student Support Ambassador, Nadesan Nanthakumar - Business Manager

Summary of Meetings:

- 1 Outlined the background the CSSF programme and the conditions of the use of the funds.
- 2 Review of 2021 CSSF report.
- 3 The 2022 budget was discussed and agreed to keep at 2021 percentages.

Advocacy and Legal Advice 3%
Careers Information, Advice and Guidance 5%
Counselling Services 50%
Employment Information 3%
Financial Support and Advice: 9%
Media 15%
Clubs and Societies 10%
Sport, Recreation and Cultural Activities 5%

- 4 Performance

January to October 2022, detailed performance worksheet was provided and discussed.

- 5 Appointment of Student Support Ambassador

Sarah Gilmore was appointed as the College Student Support Ambassador on 18/07/2022 to provide assistance to students on the following areas. Agreed to allocate 11 hours per week of Sarah Gilmore's time towards CSSF funds.

Careers information, advice and guidance
Counselling services
Financial support and advice
Health services
Clubs and societies
Sports, recreation and cultural activities

6 Appointment of Director Alumni Relations and Development

Indicated that Director Alumni Relations and Development will be appointed in year 2023 and part of this role is mainly to support the year 4 students in career related matters. Agreed to discuss the details of role in year 2023.

7 Media

It was highlighted that the College apportion the internet connected services CSSF funds and reminded this could be available for posters etc, such as WCCS Trivia Night.

8 Health

Under Health Services, a brief was given on the initiatives taken to receive some services from Medical General Practitioner, in particular for medical certificates.

9 Use of Carry Forward Funds

Discussed about the use of carry forward funds. Indicated that the College is working on developing a student hub, which includes the café space, Gold lounge, Gym and open space. Also noted that the College will work with NZCSA on the use of this funds. i.e. towards the development of this student hub. Planning work to commence on this project in year 2023.

Approved Categories

The NZCC offers many programmes and services to students that fall within the categories defined by the Ministry of Education. In addition to this, Student Support Ambassador was appointed in year 2022 and Director Alumni Relations and Development in year 2023 as in house staff members who are available for students for timely assistance.

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 / Employment information

Annually at Lyceum, the NZCC hosts a career fair inviting Chiropractors and 4th-year students. 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.

Counselling services

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. In addition to this College was able to use TEC Hardship funds in year 2022.

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.

Media

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

Clubs and societies

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.

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. 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 2022, \$76,304 was received from compulsory student services fees. Total expenditure was \$48,572.

The NZCC manages a January to December accounting period. The 2022 accounts have been audited by the NZCC auditors, BDO Auckland.

Compulsory Student Service Fee – Year 2022 (excludes GST)

Carryover Balance @ 01 January 2022			74,710
Budget Income by Category by Total Income Percentage			
Advocacy and Legal Advice	3%	2,289	
Careers Information, Advice and Guidance	5%	3,815	
Counselling Services	50%	38,152	
Employment Information	3%	2,289	
Financial Support and Advice	9%	6,867	
Media	15%	11,446	
Clubs and Societies	10%	7,630	
Sport, Recreation and Cultural Activities	5%	<u>3,815</u>	
Total Income 2022			76,304
Expenses by Total Income Percentage			
Careers Information, Advice and Guidance	2%	(1,545)	
Counselling Services	25%	(19,113)	
Employment Information	1%	(917)	
Financial Support and Advice	6%	(4,246)	
Health Services	1%	(846)	
Media	13%	(9,600)	
Clubs and Societies	13%	(10,114)	
Sport, Recreation and Cultural Activities	3%	<u>(2,191)</u>	
Total Expenses 2022*			(48,572)
Carryover Balance @ 31 December 2022			102,442

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

END