

# Compulsory Student Services Fee Report For The New Zealand College of Chiropractic Year Ending 31 December 2024

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The compulsory student services fee (CSSF) is an annual fee of \$350 (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 \$175. 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 06 August 2024

Invited name list:

Kylasen Moodley – NZCSA President  
Erin Willsie – NZCSA Treasurer  
Hannah O'Connor – NZCSA Secretary  
EdenJessica.Alter - Student  
Katlyn Tulissi - Student  
Marina Fox – Vice President Academic  
Scott Taylor – General Manager Operation  
Sarah Gilmore – Student Support Ambassador  
Nadesan Nanthakumar – Business Manager

### Second meeting was held on 14 November 2024

Invited name list:

Kylasen Moodley – NZCSA President  
Erin Willsie – NZCSA Treasurer  
Hannah O'Connor – NZCSA Secretary  
Marina Fox – Vice President Academic  
Scott Taylor – General Manager Operation  
Sarah Gilmore – Student Support Ambassador  
Nadesan Nanthakumar – Business Manager

## Summary of Meetings:

### Date: 06 August 2024

- 1 Outlined the background the CSSF programme and the conditions of the use of the funds.
- 2 Review of 2023 CSSF report.
- 3 Review of January to June 2024 performance.
- 4 Use of Carry Forward Funds and brief on student hub development.

### Date: 01 November 2023

- 1 Outlined the background the CSSF programme and the conditions of the use of the funds.
- 2 Review of January to September 2024 performance.
- 3 The 2025 budget was discussed and agreed based on the 3<sup>rd</sup> quarter performance of year 2024.

Advocacy and Legal Advice 3%  
Careers Information, Advice and Guidance 5%  
Counselling Services 38%  
Employment Information 2%  
Financial Support and Advice 7%  
Health Services 21%  
Media 7%  
Childcare Services 0%  
Clubs and Societies 10%  
Sport, Recreation and Cultural Activities 9%

- 4 Use of Carry Forward Funds and brief on student hub development.

## 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. The student Support Ambassador is available to talk with students and offer pastoral care. Faculty are available as mentors and to support students who need additional help. The NZCC human 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 has 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.

### *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 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.

Please click the link for the TEC guidance on student services fees: [Link](#)

## 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 2024, \$104,240 was received from compulsory student services fees. Total expenditure was \$102,090.

The NZCC manages a January to December accounting period. The 2024 accounts have been audited by the NZCC auditors, BDO Auckland.

### Compulsory Student Service Fee – Year 2024 (excludes GST)

#### **Compulsory Student Services Fees as at 31 December 2024 (excludes GST)**

**Carryover Balance @ 01 January 2024** **85,917**

#### **Distribution based on 2024 budget percentage to 2024 actual income**

Advocacy and Legal Advice	0%	-
Careers Information, Advice and Guidance	7%	7,297
Counselling Services	39%	40,654
Employment Information	0%	-
Financial Support and Advice	5%	5,212
Health Services	22%	22,933
Media	12%	12,509
Childcare Services	0%	-
Clubs and Societies	10%	10,424
Sport, Recreation and Cultural Activities	5%	5,212

**Total Income 2024** **104,240**

#### **Distribution based on 2024 actual expenses**

Advocacy and Legal Advice	1%	1,250
Careers Information, Advice and Guidance	5%	5,328
Counselling Services	51%	52,351
Employment Information	1%	778
Financial Support and Advice	5%	5,340
Health Services	2%	2,024
Media	9%	9,600
Childcare Services	0%	-
Clubs and Societies	15%	14,872
Sport, Recreation and Cultural Activities	10%	<u>10,547</u>

**Total Expenses 2024\*** **102,090**

**Carry Over From Year 2024 Activities** **2,150**

**Carry Over Balance @ 31 December 2024** **88,067**

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

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