

## EXAMPLE SUMMARY REPORT CERTIFICATION AND AUTHORISATION

**Provider:** My Provider  
**Return:** End of April 2007 - Students Enrolled in 2007  
**Date Printed:** Now

**Date Processed:** Now  
**Run Seq:** 99999

### CERTIFICATION

I certify that this report is an accurate summarised representation of the number of students and EFTS at this institution.

### VALIDATION

I have made every effort to ensure the accuracy and integrity of the information provided to the Ministry of Education and Tertiary Education Commission. This printout confirms that the data validation checks have been made and any identified errors corrected.

### CONFIDENTIALITY

Information supplied through the Single Data Return will be used by the Ministry of Education for statistical and the Tertiary Education Commission for funding purposes. The Ministry will use the information for checking and auditing EFTS-claims and individual student enrolments, and for forecasting of student enrolments and EFTS. Data at a provider, qualification and course level may be transferred between relevant government agencies. Data at an individual student level will not be released outside the Ministry except for the prevention, detection, investigation, and prosecution of offences, or the protection of public revenue.

### AUTHORISATION

I give my permission for the Ministry of Education and Tertiary Education Commission to release and publish the summarised results of the analysis performed on the supplied data.

I authorise payment of the Export Education Levy (if applicable) as invoiced.

Chief Executive or Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### COMMENTS

Please comment on any issues affecting your enrolments, EFTS and forecasts which will help Ministry staff interpret this summary report.

\_\_\_\_\_  
\_\_\_\_\_

Email address for MOE to contact regarding this SDR: \_\_\_\_\_

### RESUBMISSION

Is this report a re-submission of your SDR? Yes / No      Date SDR file was re-submitted: \_\_\_\_\_

**Please fax ONLY this declaration page to (04) 463 2868.**

# EXPORT EDUCATION LEVY

**Provider:** My Provider  
**Return:** End of April 2007 - Students Enrolled in 2007  
**Date Processed:** Now  
**Run Seq:** 99999



## TAX INVOICE/STATEMENT

GST Registration Number: XX-XXX-XXX

Invoice Date: 30/04/2007

Invoice Period: 01/01/2007 to 30/04/2007

### CALCULATION OF CUMULATIVE EXPORT EDUCATION LEVY

|  |           |             |
|--|-----------|-------------|
| Number of on-shore foreign-fee paying students:              |           | 0           |
| EFTS of on-shore foreign-fee paying students:                |           | 0.00        |
| Tuition fees paid by foreign-fee paying students (excl gst): | \$        | 0.00        |
| Average tuition fee per EFTS:                                | \$        | 0.00        |
| Variable fee component of levy:                              | \$        | 0.00        |
| Flat fee component of levy:                                  | \$        | 0.00        |
| <b>TOTAL LEVY</b>  | <b>\$</b> | <b>0.00</b> |

Opening Balance of Export Education: \$ 0.00

Cumulative Levy for Period: 01/01/2007 to 30/04/2007 \$ 0.00

Balance Due: \$ 0.00

GST @ 12.5%: \$ 0.00

**TOTAL LEVY DUE ON 30 MAY 2007** \$ **0.00**

Your Chosen Method of Payment is: Direct Debit

No Further Action is Required, Thank you.

# STUDENT ENROLMENT SUMMARY

Provider: My Provider (9999)

Return: End of April 2007 - Students Enrolled in 2007

Date Processed: Now

Run Seq: 99999

|            |                           | Formal Type D |       | Non-Formal Type C |       | Non-Formal Type B (STAR) | Formal Type B (EFTS<=0.03) | Not Active* | Total |         |
|------------|---------------------------|---------------|-------|-------------------|-------|--------------------------|----------------------------|-------------|-------|---------|
|            |                           | Num.          | %     | Num.              | %     | Num.                     | Num.                       | Num.        | Num.  | %       |
| Gender     |                           |               |       |                   |       |                          |                            |             |       |         |
|            | Male                      | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 1           | 1     | 100.00% |
|            | Female                    | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Total:                    | 0             |       | 0                 |       | 0                        | 0                          | 1           | 1     |         |
| EFTS use   |                           |               |       |                   |       |                          |                            |             |       |         |
|            | High EFTS (>=0.8)         | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 1           | 1     | 100.00% |
|            | Medium EFTS (0.3 - 0.8)   | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Low EFTS (<=0.3)          | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Total:                    | 0             |       | 0                 |       | 0                        | 0                          | 1           | 1     |         |
| Age        |                           |               |       |                   |       |                          |                            |             |       |         |
|            | <17                       | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | 25+                       | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 1           | 1     | 100.00% |
|            | Total:                    | 0             |       | 0                 |       | 0                        | 0                          | 1           | 1     |         |
| Attendance |                           |               |       |                   |       |                          |                            |             |       |         |
|            | Internal                  | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 1           | 1     | 100.00% |
|            | Extramural                | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Total:                    | 0             |       | 0                 |       | 0                        | 0                          | 1           | 1     |         |
| First Year |                           |               |       |                   |       |                          |                            |             |       |         |
|            | First Year                | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Non First Year            | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 1           | 1     | 100.00% |
|            | Total:                    | 0             |       | 0                 |       | 0                        | 0                          | 1           | 1     |         |
| Funding    |                           |               |       |                   |       |                          |                            |             |       |         |
|            | Student Component Funding | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 1           | 1     | 100.00% |
|            | Foreign FFP               | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Domestic FFP              | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Suppl. Grant              | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | STAR                      | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | TOP                       | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Youth Training            | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Skills Enhancement        | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Prison Education          | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Min. of Health            | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | ITO Off Job Train.        | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Other Contracts           | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | English for Migrants      | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |
|            | Prim Teach Ed             | 0             | 0.00% | 0                 | 0.00% | 0                        | 0                          | 0           | 0     | 0.00%   |

|                                    |          |       |          |       |          |          |          |          |       |
|------------------------------------|----------|-------|----------|-------|----------|----------|----------|----------|-------|
| Sec. Teach Ed                      | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Youth Action Training              | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| MFAT                               | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| ITO Off Job Train. Foreign Student | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Not Known                          | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| <b>Total:</b>                      | <b>0</b> |       | <b>0</b> |       | <b>0</b> | <b>0</b> | <b>1</b> | <b>1</b> |       |
| <b>Ethnicity</b>                   |          |       |          |       |          |          |          |          |       |
| NZ Maori                           | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Tokelauan                          | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Fijian                             | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Niuean                             | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Tongan                             | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Cook Islands Maori                 | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Samoan                             | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Other Pacific Island               | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Indian                             | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Chinese                            | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Other Asian                        | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Other                              | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| European / Pakeha                  | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| International Student              | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| Not Known                          | 0        | 0.00% | 0        | 0.00% | 0        | 0        | 0        | 0        | 0.00% |
| <b>Total:</b>                      | <b>0</b> |       | <b>0</b> |       | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> |       |

**\*Not Active definition:** Students who are not enrolled in a course on these dates - 30 April for April SDR, 31 July for August SDR or during the period 1 Jan to 31 Dec for December SDR - but are reported in the course enrolment file. (These dates are used for statistical purposes only.)



# FORECAST EFTS

**Provider:** My Provider (9999)  
**Return:** End of April 2007 - Students Enrolled in 2007  
**Date Processed:** Now  
**Run Seq:** 99999

| Year | Funding Source | Jan EFTS | Feb EFTS | Mar EFTS | Apr EFTS | May EFTS | Jun EFTS | Jul EFTS | Aug EFTS | Sep EFTS | Oct EFTS | Nov EFTS | Dec EFTS | Total EFTS    |
|------|----------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|---------------|
| 2007 | SC funded      | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000        |
|      | Non-SC funded  | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000        |
|      | <b>Total</b>   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | <b>0.0000</b> |
|      |                | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    |               |
| 2008 | SC funded      | 0.0744   | 0.0733   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.1477        |
|      | Non-SC funded  | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000        |
|      | <b>Total</b>   | 0.0744   | 0.0733   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | <b>0.1477</b> |
|      |                | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    |               |
| 2009 | SC funded      | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.1477        |
|      | Non-SC funded  | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000        |
|      | <b>Total</b>   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | <b>0.1477</b> |
|      |                | -66.91%  | -66.42%  | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    |               |
| 2010 | SC funded      | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.1477        |
|      | Non-SC funded  | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000        |
|      | <b>Total</b>   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | <b>0.1477</b> |
|      |                | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    |               |
| 2011 | SC funded      | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.1477        |
|      | Non-SC funded  | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000        |
|      | <b>Total</b>   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0246   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | 0.0000   | <b>0.1477</b> |
|      |                | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    | 0.00%    |               |

**Note:**

The percentages below the EFTS denote the +/- growth over the EFTS for the same calendar month of the year before.

Exception: the percentages below the EFTS for the Return Year denotes the +/- growth over the EFTS for the same month (of the Return Year) prior to forecasting.

The consumed EFTS of the Return Year up to the return month are intentionally left blank as this report is concerned only with forecast EFTS.

Funding Category Z is included in Non-SC funded.

If the percentage growth for 2 years out (Return Year plus 2) is expected to be positive but the report depicts 1 or more months with a negative growth, this can be explained as follows: The "apparent" negative growth is due to the division of the forecasted six monthly period (Jan-Jun or Jul-Dec) by 6 to produce forecast EFTS for individual months. Thus the 6 months between Jan-Jun or Jul-Dec will end up with the same EFTS. Any of those 6 month's EFTS may sometimes be comparatively lower than the EFTS for the same calendar month of the year before and hence will show an unexpected negative growth.

**ACTUAL & FORECAST EFTS BY COURSE CLASSIFICATION**

Provider: My Provider (9999)  
 Return: End of April 2007 - Students Enrolled in 2007  
 Date Processed: Now  
 Run Seq: 99999

Course Classification      Funding Jan      Feb      Mar      Apr      May      Jun      Jul      Aug      Sep      Oct      Nov      Dec      Total  
 Category EFTS      EFTS      EFTS      EFTS      EFTS      EFTS      EFTS      EFTS      EFTS      EFTS      EFTS      EFTS      EFTS

3.0 Arts; Humanities; Social Sciences; Languages; Advanced Studies For Teachers

|    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A1 | 0.0056 | 0.0051 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0107 |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

4.0 Business; Accountancy; Office Systems/Secretarial; Management

|    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| J1 | 0.0465 | 0.0468 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0933 |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

5.2 General Education

|    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| A1 | 0.0223 | 0.0214 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0437 |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

5.1 Notional EFTS

|    |        |        |        |        |        |        |        |        |        |        |        |        |        |        |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| K1 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
|----|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|

**Totals for Actual and Forecast EFTS by Course Classification - please check carefully**

|   | Jan<br>EFTS   | Feb<br>EFTS   | Mar<br>EFTS   | Apr<br>EFTS   | May<br>EFTS   | Jun<br>EFTS   | Jul<br>EFTS   | Aug<br>EFTS   | Sep<br>EFTS   | Oct<br>EFTS   | Nov<br>EFTS   | Dec<br>EFTS   | Total<br>EFTS |
|---|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| <b>TOTAL Domestic Student<br/>Component Funded EFTS</b> | 0.0744        | 0.0733        | 0.0000        | 0.0000        | 0.0000        | 0.0000        | 0.0000        | 0.0000        | 0.0000        | 0.0000        | 0.0000        | 0.0000        | 0.1477        |
| <b>Total of all EFTS</b>                                | <b>0.0744</b> | <b>0.0733</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.0000</b> | <b>0.1477</b> |

Jan-Apr Funded EFTS: 0.1477

May-Aug Funded EFTS: 0.0000

Sep-Dec Funded EFTS: 0.0000

# COURSE COMPLETIONS FOR THE RETURN PERIOD APRIL 2007

Provider: My Provider (9999)  
Date Printed: Now

Date Processed: Now  
Return Period: April 2007  
Run Seq: 99999

## CERTIFICATION

I certify that this summary is an accurate representation of the Course Completions for the April 2007 return at this institution.

## RETURN COMPOSITION

This summary comprises of course completion information for the following years:

**Current Year:** April 2007 Return (01-01-2007 to 30-04-2007)

**Other Years:** 2006

## VALIDATION

I have made every effort to ensure the accuracy and integrity of the information provided to the Ministry of Education and the Tertiary Education Commission. This printout confirms that the data validation checks have been made and any identified errors corrected.

## CONFIDENTIALITY

In supplying this information I understand it will be used only for statistical purposes and that no information which could lead to the identification of particular students will be released outside the Ministry of Education and the Tertiary Education Commission.

## AUTHORISATION

I give my permission for the Ministry of Education and the Tertiary Education Commission to release and publish the summarised results of the analysis performed on the supplied data.

Chief Executive or Nominee: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please fax **ONLY** this declaration page to (04) 463 2868



# COURSE COMPLETION DEFINITIONS

## DEFINITIONS FOR THE COMPLETION CODES

- 0 Still to complete - valid extension or grade not yet available (NQF Level 1-8)
- 1 Still to complete - course end date not yet reached (NQF Level 1-8)
- 2 Completed course successfully
- 3 Completed course unsuccessfully
- 4 Did not complete course
- 5 Practicum to complete - off job training, non-theses research component. (NQF Level 1-8)
- 6 Yet to complete - NQF Levels 9 & 10
- 7 Extension or under moderation - NQF Levels 9 & 10

## NOTES

Course Completion Returns are inline with the 3 SDR return periods April, August and December.

Current Year results are cumulative for each return period starting with the first return in April.

Completion Summary information for years earlier than the current year are amendments and may not reflect the entire return for that year.

## RETENTION AND COMPLETION RATIOS

A = # of completed successfully (completion indicator = 2)

B = # of completed unsuccessfully (completion indicator = 3)

C = # of did not complete (completion indicator = 4)

Retention ratio =  $(A+B)/(A+B+C)$

Completion Ratio =  $(A)/(A+B+C)$

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