

[Insert Higher Education Provider Name]

Student Services and Amenities Fee (SSAF)

[Insert Reported Year] Allocation Report

[Delete all blue instructional text before converting this document to a PDF and making it publicly available on your website.]

Introduction

The *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022* (SSARA Guidelines) require higher education providers to provide a publicly available report on student services and amenities fee (SSAF) allocations and actual expenditure for the year as part of their annual reporting and in the form approved by the Minister. This *SSAF Allocation Report* is the form approved by the Minister.

The information provided in this *SSAF Allocation Report* does **not** require auditing by a financial accountant. The SSAF expenditure reporting is a separate process and remains unchanged, more information can be found in the [Financial Statements Guidelines](#) for Table A and B providers, and in the [Financial Viability Instructions: Applicants and Providers of FEE-HELP \(FVI\)](#) for all other approved providers.

[Submission of this plan to the Department of Education does not constitute agreement to the report. The department performs audits on published information and will follow up with providers if there are concerns of non-compliance with a provider's obligations under the Act and SSARA Guidelines.]

SSAF Consultation and Achievements

[Provide a summary about what consultation was undertaken with students about the specific uses of SSAF revenue and the outcome of this consultation (i.e. information on the established priorities, proposed heads of expenditure and projects to be funded in the reporting year) as required by Part 3 of the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022*, what steps were taken to ensure that SSAF revenue was expended in accordance with subsection 19-38(4) of the *Higher Education Support Act 2003* (the Act), and what SSAF funding achieved in the reported year. You may also include visuals if desired.

To assess compliance against the intent of the 2024-25 Budget measure requiring providers to allocate a minimum of 40per cent of SSAF revenue collected to student-led organisations, the report must include information about how your organisation is meeting the requirements of Section 19-39 of the Act, including a statement that attests to your provision of funding to student-led organisations as defined by Section 19-39(3) of the Act

SSAF Revenue Summary

[Provide data below for the reported year's allocated and actual SSAF revenue. This should include SSAF funds carried forward from the previous reported year and SSAF funds carried over to the next reporting year.]

	[Insert reported year] Allocation \$ ¹	[Insert reported year] Actual \$
SSAF Revenue	\$	\$
SSAF revenue carried forward from [insert previous reported year]	\$	\$
Total SSAF funds available for [insert reported year]	\$	\$
SSAF revenue carried over into [insert next reporting year]	\$	\$

¹ Allocation refers to the SSAF funds expected to be received in the reported year (i.e., budgeted SSAF revenue).

SSAF Charge Summary

[Provide data below for the reported year's SSAF amounts which are being charged to individual students and the number of students being charged these fees. Please add additional lines as required to capture the different cohorts of fees charged to students.]

The student services and amenities fee (SSAF) charged to students must not be above the maximum fee for a calendar year. The maximum SSAF is indexed annually as required by the *Higher Education Support Act 2003* (the Act). In [insert reported year] the maximum SSAF was \$[insert maximum SSAF for the reported year].

Student Status	[Insert reported year] SSAF charged \$ ²	Number of students charged in [Insert reported year] ³
Full-time ¹ (> 0.75 EFTSL)	\$(i.e. 365)	
Part-time ¹ (< 0.75 EFTSL)	\$(i.e. 273.75)	
		Total:

¹ Note: As per Part 2 of the *Higher Education Support (Administration) Guidelines 2022* (Administration Guidelines), students studying on a part-time basis must not be charged more than 75 per cent of the maximum SSAF that a higher education provider determines for students studying on a full-time basis. The term “part-time basis” means a study load of less than 75 per cent of the normal full-time student load for the period to which the fee relates. As per part 7 of the Administration Guidelines, the normal EFTSL value for a full-time student studying over a period of one year is 1.0.

² Note: As per Part 2 of the Administration Guidelines, a higher education provider may choose to determine a different SSAF for particular categories of persons, including a zero amount.

³ Note: Students are categorised as full-time or part-time students based on the total EFTSL value of the units of study they undertook in [insert reported year]. For example, a student undertook a full-time study load in Semester 1 which was equal to 0.5 EFTSL and undertook a part-time study load in Semester 2 which was equal to 0.375 EFTSL. This student would be categorised as a full-time student in [insert reported year] as the total EFTSL they undertook in [insert reported year] was equal to 0.875.

[The Department of Education notes that not all providers capture mode of study in their information systems and many students undertake a mixed mode of study such as face-to-face and remote learning. For those students studying remotely 100% of the time, as best you can, please provide data to demonstrate approximately how many students are in this cohort and the SSAF amount charged to these students.]

Student Status	[Insert reported year] SSAF charged \$ ²	Approx. number of SSAF students remote learning [Insert reported year] ⁴
Remote learning/Online only		

⁴ Note: The Department of Education understands that not all higher education providers capture mode of study in their information systems and many students undertake a mixed mode of study such as face-to-face and remote learning. The data provided above is for students who undertook remote learning for 100% of their units of study. Please note, due to the limitations of our information systems, the above data may be approximate. [\[Please remove the last line of this note if it is not relevant to your organisation.\]](#)

SSAF Allocation Summary

Key areas of expenditure [Insert reported year]

[Provide data below for key areas of SSAF funding allocation and actual expenditure as listed under subsection 19-38(4) of the Act. If SSAF funds were not allocated to one or more of the key areas, please put \$0. The final total of the 'Total Allocation \$' column below should equate to the 'Total SSAF funds available' allocated total in the 'SSAF Revenue Summary' table above, unless some SSAF funds available in the reported year were not allocated due to being carried over to the next reporting year.

Subsection 19-38(4) of the *Higher Education Support Act 2003* (the Act) provides a list of 19 allowable expenditure items which higher education providers may allocate and spend SSAF revenue on.

The 19 allowable expenditure items have been grouped into Key Areas for reporting purposes. It is **mandatory for your organisation to provide data for all Key Areas including a nil response if applicable.**

Please note, under subsection 19-38 of the Act, SSAF revenue must not be spent to support a political party or the election of a person as a member of the legislature of the Commonwealth, State or a Territory, or a local government body.

Key Area (reporting against these are mandatory)	[Year] Total Allocation \$	[Year] Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$	\$		
2. Clubs or other associations	\$	\$		
a. Sporting	\$	\$		
b. Internal student politics	\$	\$		
c. Gender, sexuality, ethnicity, race, or nationality-based	\$	\$		
d. Areas-of-study related e.g. law	\$	\$		

e. Other activities e.g. music, debate, chess	\$	\$		
f. Other	\$	\$		
3. Accommodation	\$	\$		
4. Employment/career services	\$	\$		
5. Legal aid	\$	\$		
6. Support for financial affairs	\$	\$		
7. Other student amenities	\$	\$		
8. Other - please provide description	\$	\$		
Total	\$	\$		

Organisations, bodies or third-party providers that received SSAF funding in [Insert reported year]

[There are three parts to this reporting:

1. Provide data below for the organisations, bodies or third-party providers associated with the key areas listed above that received SSAF funding in the reported year.
2. Provide data below for the student led organisations (as defined by Section 19-39 (3) of the Act) that received a minimum of 40 per cent of SSAF funding in the reported year.
3. Attest that the student led organisations that received 40 per cent of the SSAF funding in the reported year met the requirements of Section 19-39(3) of HESA and the SSARA Guidelines.

[Provide data below for the organisations, bodies or third-party providers associated with the key areas listed above that received SSAF funding in the reported year. **All sections are mandatory.** You are only expected to provide data for organisations, bodies or third-party providers if they received more than \$1,000 of SSAF funding. Add additional rows as needed.]

1. Allocation of SSAF revenue – non-student-led organisations

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%
	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%
	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%
Total SSAF provided to non student-led organisations			\$	%

¹ Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

2. Allocation of SSAF revenue to student led organisations – evidence of meeting requirement of 40 per cent

Organisation Name ²	Australian Business Number (ABN)	Supported Key Area	SSAF Funding Received from Provider \$	% of total revenue collected by the provider	If below 40 per cent, is there an agreed transition plan in place	Details of transition plan
<i>Use same organisation title as next table</i>	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%	Y/N	Agreed on XX OR Submitted on XX and pending approval
	[XX XXX XXX XXX]	Key Area [insert key area reference number]	\$	%	Y/N	Agreed on XX OR Submitted on XX and pending approval
		Total SSAF provided to student-led organisations	\$	%		

² Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

[Under the Act and the SSARA Guidelines, for an organisation to be eligible to receive 40 per cent of SSAF revenue the provider will need to ensure that the organisation meets the:

- definition of being a student-led organisation as set out in Section 19-39 (3) of the Act;
- requirement that decisions of the organisation can be taken independently of their provider as set out in Section 20(a)(i) of the SSARA Guidelines;
- requirement that audited accounts are kept and published providing transparency about income and expenditure as set out in Section 20(a)(ii) of the SSARA Guidelines; and
- good corporate governance standards in relation to record keeping, risk management, fraud prevention and financial controls as set out in Section 20(a)(iii) of the SSARA Guidelines.

3. Attestation that student led organisations in receipt of a minimum of 40 per cent of SSAF revenue are meeting governance requirements

Organisation Name ¹	Majority student-led	Democratically elected leaders	Independence	Audited accounts	Corporate Governance policies and procedures established and adhered to	If replying no on any measure, is there an agreed transition plan in place?	Details of transition plan
<i>Use same organisation title as previous table</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	Agreed on XX OR Submitted on XX and pending approval
	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	<i>Yes / No</i>	Agreed on XX OR Submitted on XX and pending approval
	Y	Y	Y	Y	Y		

Declaration by Person of Authority

[The signoff should be at a Chief Executive level, or the senior responsible officer for administration of SSAF.]

I, [insert full name], [insert position title] of [insert full name of higher education provider], declare that the information provided in this Student Services and Amenities Fee (SSAF) Allocation Report is to the best of my knowledge true, complete and correct.

I further attest that the information provided in this Report meets the requirements of the *Higher Education Support Act 2003* and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 and that, where transition arrangements have either been sought or approved, information is provided on this.

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Signature of Person making Declaration

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Full name of Person making Declaration

.....

Position of Person making Declaration

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Date