

University of Canberra

Student Services and Amenities Fee (SSAF)

2023 Allocation Report

The *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022* 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.

Additional reporting was introduced to allow for greater transparency and consistency in SSAF allocations and expenditure.

Please note, the information provided in this *SSAF Allocation Report* does **not** require auditing by a financial accountant. The SSAF expenditure reporting 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.

SSAF Consultation and Achievements

The University of Canberra (the University) complies with Commonwealth legislative requirements regarding the administration of the SSAF. The University allocates and spends SSAF fee revenue on student services and amenities of a non-academic nature, in accordance with the nineteen defined service types. The University does not use SSAF to support political parties, or the election of a person to a Commonwealth or State or Territory Parliament or local Government body. Further, the University does not use SSAF to support political student clubs.

The University assesses SSAF applications against the following principles:

- Complies with allowable SSAF services as defined by Commonwealth legislation.
- Visible impact and lasting benefits to the student experience, services, or amenities.
- Aligns with UC Strategic Plan and student experience priorities.
- Informed by student engagement and feedback.
- Measurable outcomes and evidence of return on investment.

To maximise the strategic impact and lasting benefit of SSAF towards the student experience, SSAF is allocated to several major categories. These include:

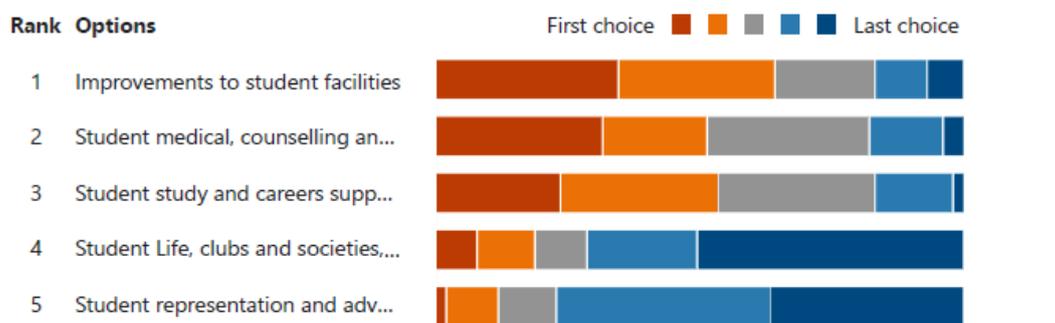
- Capital / strategic works to improve student facilities.
- Student medical, counselling and welfare services.
- Student life, clubs and societies, sports, and culture.
- Student representation and advocacy services.
- Student study and career support services.

The University publishes its categories and invites student comment on these and the defined service types via an online student survey. The 2023 priorities from the student feedback (figure 1) were improvements to student facilities; medical, counselling and welfare services; study and careers support; student life, clubs and societies; and student representation and advocacy services.

Figure 1.

2023 Student SSAF priorities

1. Please rank the University's SSAF priorities in order of importance with your top, #1 priority first, down to your lower priorities:

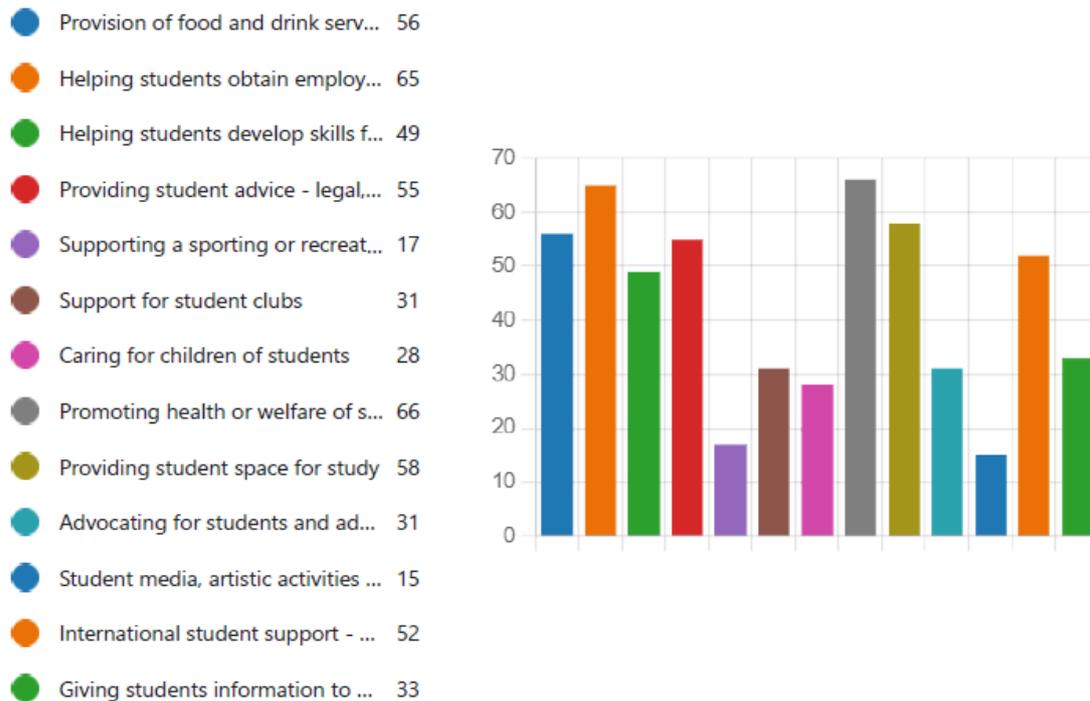


The highest rated student services (figure 2) were promoting health and welfare; helping obtain employment and career advice; providing study space; provision of food and drink services; and providing advice, such as legal, financial and accommodation.

Figure 2.

2023 Highest rated student services

2. Which student services do you most think should be supported through SSAF?



The University seeks SSAF applications for the provision of allowable services. Applications must align with student experience priorities, be informed by student feedback, and discuss how objectives will be measured.

The University consults formally with the democratically elected student representatives regarding the specific uses of SSAF. Once SSAF applications are received, the student representatives are invited to review the applications, in conjunction with the student survey results, and comment on their priorities for use of fee revenue. University management, led by the Chief Operating Officer, determine the SSAF allocations considering student feedback. Funded projects are listed on the UC website. The 2023 allocations can be viewed [here](#).

Each SSAF project must submit an acquittal by December, which is reviewed for compliance against the application received for that project. The acquittal also informs suitability for future SSAF funds for that project should future applications be received. Finalised SSAF reporting for the year is published on the UC website.

SSAF Revenue Summary

| | 2023 Allocation \$ ¹ | 2023 Actual \$ |
|--|---------------------------------|-----------------------|
| SSAF Revenue | \$4,347,000.00 | \$4,211,757.00 |
| SSAF revenue carried forward from 2022 | \$0 | \$0 |
| Total SSAF funds available for 2023 | \$4,347,000.00 | \$4,211,757.00 |
| SSAF revenue carried over into 2024 | \$0 | \$233,299.09 |

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

SSAF Charge Summary

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*. In 2023 the maximum SSAF was \$326.00.

| Student Status | 2023 SSAF charged \$ ² | Number of students charged in 2023 ³ |
|---------------------------------------|-----------------------------------|---|
| Full-time ¹ (> 0.75 EFTSL) | \$2,499,768.00 | 7,668 |
| Part-time ¹ (< 0.75 EFTSL) | \$1,646,463.00 | 6,734 |
| | | Total: 14,402 |

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 2023. 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 2023 as the total EFTSL they undertook in 2023 was equal to 0.875.

| Student Status | 2023 SSAF charged \$ ² | Approx. number of SSAF students remote learning 2023 ⁴ |
|-----------------------------|-----------------------------------|---|
| Remote learning/Online only | \$30,807.00 | 125 |

⁴ Note: The Department 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.

SSAF Allocation Summary

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.

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 | 2023 Total Allocation \$ | 2023 Total Actual Spend \$ | Are services available online? | Estimated No. of students accessing services |
|---|--------------------------|----------------------------|--------------------------------|--|
| 1. Health Services | \$461,000 | \$446,000 | Blended | 47,377 |
| 2. Clubs or other associations | \$350,000 | \$350,000 | Yes | 2,231 |
| a. Sporting | \$425,000 | \$395,000 | Yes | 3,889 |
| b. Internal student politics (Student Representative Council) | \$300,000 | \$250,029.16 | Yes | 1,000 |
| c. Gender, sexuality, ethnicity, race, or nationality-based | \$ | \$ | | |
| d. Areas-of-study related e.g. law | \$0 | \$0 | | |
| e. Other activities e.g. music, debate, chess | \$0 | \$0 | | |
| f. Other | \$0 | \$0 | | |
| 3. Employment/career services | \$298,000 | \$168,765.35 | Blended | 3,352 |
| 4. Legal aid | \$35,000 | \$35,000 | No | 16 |
| 5. Other student amenities | \$1,040,000 | \$945,000 | Blended | 18,001 |
| 6. Other – Social and cultural recreation activities/events | \$515,000 | \$485,000 | No | 27,512 |
| 7. Other – Student advocacy and leadership development | \$ | \$ | | |
| 8. Other – Study skills and support | \$308,000 | \$294,169.13 | Yes | 2,929 |
| 9. Other – Student welfare, wellbeing, and support | \$525,000 | \$492,134.27 | Blended | 11,856 |
| Total | \$4,257,000 | \$3,861,097.91 | | 118,163 |

Organisations, bodies or third-party providers that received SSAF funding in 2023

| Organisation Name ¹ | Australian Business Number (ABN) | Supported Key Area | Total SSAF Funding Received \$ | % of total SSAF Funding Received |
|--------------------------------|----------------------------------|---------------------|--------------------------------|----------------------------------|
| TAFE Queensland | 72 898 805 093 | 1, 6, 8, 9 | \$92,013.50 | 78% |
| TAFE NSW | 89 755 348 137 | 1, 2, 3, 5, 6, 8, 9 | \$25,346.50 | 22% |

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

Declaration by Person of Authority

I, Jonathan Pheasant, Chief Operating Officer of the University of Canberra, 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.



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Signature of Person making Declaration

Jonathan Pheasant

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Full name of Person making Declaration

Chief Operating Officer

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Position of Person making Declaration

3 April 2024

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Date