

STUDENT SERVICES AND AMENITIES FEE (SSAF) POLICY AND PROCEDURE



CONTENTS

1	PURPOSE.....	1
2	SCOPE.....	1
3	POLICY STATEMENT	2
	Student services and amenities fees	2
4	PROCEDURE	2
	SSAF committee	2
	Approval of SSAF.....	2
	Communication and consultation.....	3
	Applicant eligibility.....	3
	Application process and outcome notification.....	3
5	RESPONSIBILITIES	4
	Compliance, monitoring and review.....	4
	Reporting.....	4
	Records management.....	4
6	DEFINITIONS	4
7	RELATED LEGISLATION AND DOCUMENTS	4
8	FEEDBACK.....	4
9	APPROVAL AND REVIEW DETAILS.....	5

1 PURPOSE

- 1.1 This policy and procedure provides a framework for compliance, monitoring, managing, distributing and evaluating Student Services and Amenities Fee (SSAF) funds at CQUniversity.
- 1.2 This policy and procedure will ensure SSAF:
- activities align with CQUniversity’s strategic direction and student experience goals
 - are effectively coordinated and assessed fairly and comprehensively
 - are managed and systematically evaluated to meet both the students and CQUniversity needs, and
 - met compliance with the legislative requirements.

2 SCOPE

- 2.1 This policy and procedure applies to CQUniversity employees responsible for the compliance, monitoring, distribution, approval and evaluation of SSAF funds in accordance with the [Student Services, Amenities, Representation and Advocacy Guidelines](#) (Cwlth).
- 2.2 This policy and procedure does not apply to how SSAF funding is administered, including determining the SSAF fee to be charged, SSAF refunds or penalties for non-payment of the SSAF fee. For these situations refer to the [Revenue and Income Policy, Collections Policy and Procedure](#), [Administration Guidelines 2012](#) (Cwlth) and the [Higher Education Support Act 2003](#) (Cwlth).

3 POLICY STATEMENT

- 3.1 SSAF is a Commonwealth Government legislated fee charged to students for services and amenities of a non-academic nature. The funds are used to maintain and improve student services, through a range of essential student support services that will support and enrich the student experience.
- 3.2 The Commonwealth Government has restrictions on how much can be charged for SSAF, and how the funds are to be used.
- 3.3 Only degree-level students are charged the SSAF. Students in non-award and VET courses are not charged SSAF.

Student services and amenities fees

- 3.4 The Higher Education Data Collection will advise the University when the indexed rate is published.
- 3.5 The University will charge the maximum permitted SSAF set by the Commonwealth Government in accordance with the [Higher Education Legislation Amendment \(Student Services and Amenities\) Act 2011](#) (Cwlth) and the Administration Guidelines 2012 (Cwlth).
- 3.6 SSAF is an enrolment-based charge calculated per term and based on enrolment load. This is charged to students in a maximum of two terms per annum.
- 3.7 SSAF for part-time students must not be more than 75 per cent of the maximum amount payable by full-time students.
- 3.8 Domestic students are charged SSAF, separate from and additional to, any student contribution amount or tuition fee.
- 3.9 International students are not charged a separate SSAF; a portion of the tuition fees paid will be used to fund student services and amenities.

4 PROCEDURE

- 4.1 All SSAF funds are used to enhance or extend student services and facilities that comply with the *Higher Education Support Act*.
- 4.2 The Vice-Chancellor and President, on recommendation from the University Management Committee and the SSAF Committee, will determine the allocation of funds raised from SSAF revenue on an annual basis.
- 4.3 The SSAF Committee will call for submissions annually on proposals on how to use this funding.

SSAF committee

- 4.4 The SSAF Committee is responsible for managing, distributing, evaluating and recommending SSAF funds in accordance with the [SSAF Committee Terms of Reference](#).
- 4.5 The Student and Corporate Services Division will advise the SSAF Committee of the available funding for that year.
- 4.6 The SSAF Committee will determine the schedule for calling for submissions and applications under the SSAF funding.

Approval of SSAF

- 4.7 The SSAF Committee will annually review and recommend funding priorities, allocations and a student communications plan to the Vice-Chancellor and President, via the University Management Committee, for approval.
- 4.8 Approved SSAF funds will be acquitted by the successful applicant's business area.

Communication and consultation

- 4.9 The University will annually develop a SSAF student communication plan which includes, but is not limited to:
- SSAF legislation
 - fee schedule
 - details of submissions seeking SSAF funding
 - student survey dissemination, collation and results
 - funding priorities
 - funding application outcomes for current and previous years, and
 - funded project progress reports.
- 4.10 The SSAF student communication plan will be made available to both students and employees.
- 4.11 The University will initiate a consultation process of the communication plan, including seeking feedback from the Student Representative Council.
- 4.12 SSAF annual timelines are as per the table below:

SSAF PRIORITIES SETTING TIMELINE	TIMING
Student survey released	April
Student survey collated	May
Funding source basis (revenue estimate)	Budget Estimates August
Call for SSAF submissions	August
Submissions close	September
Applications assessed by SSAF Committee	September
Approved allocations provided to the Student Representative Council for feedback.	September
Applications approved by the Vice-Chancellor and President, via the University Management Committee	October
Applications notified of submission outcome	October
Mid-year project reports	July
Annual SSAF report approved by Vice-Chancellor and noted by the University Management Committee	February

Note: If there is sufficient funding available, the SSAF Committee may call for a second round of applications mid-way through the SSAF annual cycle.

Applicant eligibility

- 4.13 Proposals to use SSAF funding, must be by either a current University employee or SSAF paying student.
- 4.14 Applicants may be affiliated with or representative of a student organisation or other University associated organisation.

Application process and outcome notification

- 4.15 Proposals will be assessed and ranked on the following criteria:
- complies with the legislation criteria
 - aligns with University strategy and student experience and support priorities
 - the extent to which the project addresses a service or support gap to students, and
 - the extent to which the project involves collaboration across the University.
- 4.16 All applications will be submitted to the SSAF Committee. The SSAF Committee will recommend proposals to the Vice-Chancellor and President, via the University Management Committee, for approval.

- 4.17 The Secretary will notify applicants in writing of the result of their application. Successful applicants will be advised of the approved project, funding and University cost code.
- 4.18 Funds must be used for the purposes of the approved project.
- 4.19 Unspent funds portion of allocated funds will be returned to the SSAF funds pool as at 31 December of each year.
- 4.20 The following reporting of successful funds must be provided to the SSAF Committee by the project lead:
- progress report – completed at the six-month point, and
 - final report – completed at the conclusion of the project.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Vice-President (Student and Corporate Services), with delegated responsibility to the SSAF Committee, is responsible for implementing, monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.2 The SSAF Report will be presented annually to the Council (through the University Management Committee and the Audit, Risk and Finance Committee), and the Student Representative Council, for noting

Records management

- 5.3 Employees must manage records in accordance with the [Records Management Policy and Procedure](#). This includes retaining these records in a recognised University recordkeeping information system.
- 5.4 University records must be retained for the minimum periods specified in the relevant [Retention and Disposal Schedule](#). Before disposing of any records, approval must be sought from the Records and Privacy Team (email records@cqu.edu.au).

6 DEFINITIONS

- 6.1 Terms not defined in this document may be in the University [glossary](#).

7 RELATED LEGISLATION AND DOCUMENTS

[Higher Education Legislation Amendment \(Student Services and Amenities\) Act 2011](#) (Cwlth)

[Higher Education Support Act 2003](#) (Cwlth)

[Student Services, Amenities, Representation and Advocacy Guidelines](#) (Cwlth)

[Student Services and Amenities Fee Committee Terms of Reference](#)

8 FEEDBACK

- 8.1 Feedback about this document can be emailed to policy@cqu.edu.au.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Delegated Approval Authority	N/A
Advisory Committee	University Management Committee
Required Consultation	N/A
Administrator	Vice-President (Student and Corporate Services)
Next Review Date	18/02/2025

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 5/12/2018
Amendment Authority and Date	Vice-Chancellor and President 18/02/2022
Notes	