

STUDENT SERVICES AMENITIES FEE (SSAF) POLICY AND PROCEDURE



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1 PURPOSE

- 1.1 This policy and procedure provides a framework for compliance, monitoring, managing, distributing and evaluating Student Services Amenities Fee (SSAF) funds at CQUniversity.
- 1.2 This document 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 [Higher Education Support Act 2003 - Student Services, Amenities, Representation and Advocacy Guidelines](#) (Cwlth).
- 2.2 This document 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 Policy \(FMPPM\)](#), [Collections Policy and Procedure \(FMPPM\)](#), [Higher Education Support Act 2003- Administrative 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 courses are not charged SSAF.

Student Services Amenities Fees

- 3.4 CQUniversity 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](#) (Cwth) and the [Higher Education Support Act 2003- Administrative Guidelines 2012](#) (Cwth).
- 3.5 Universities are advised by the Higher Education Data Collection when the indexed rate is published.
- 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% 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 is used to fund student services and amenities.
- 3.10 Students enrolled in non-award study are not charged SSAF.
- 3.11 CQUniversity's SSAF expenditure is approved by the Vice-Chancellor and President.

4 PROCEDURE

SSAF Submissions

- 4.1 The SSAF allocation and reporting process is outlined in [Appendix 1](#) and [2](#).
- 4.2 Proceeds from SSAF may only be spent on activities and facilities that comply with the stipulations of the [Higher Education Support Act 2003](#) (Cwth). Submissions will be called from the SSAF Committee for applicants to submit proposals to use under this funding.
- 4.3 On an annual basis, the University will determine the allocation of funds raised from SSAF revenue.

SSAF committee

- 4.4 The SSAF Committee is responsible for managing, distributing and evaluating SSAF in accordance with the [SSAF Committee Terms of Reference](#).
- 4.5 The Finance and Planning 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 review all funding priorities and allocations.

- 4.8 The Executive Management Committee will note the SSAF funding priorities, allocation and communications plan and recommend to the Vice-Chancellor and President for approval.
- 4.9 Approved SSAF funds will be acquitted by the successful applicant's business area.

Communication and consultation

- 4.10 On an annual basis, the University will develop and implement a SSAF student communication plan and publish information to staff and students on the following, but 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.
- 4.11 The University will initiate a consultation process as part of the communication plan, which includes 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	June
Priorities workshop/ meeting	June
DRAFT SSAF funding priorities published for staff and student comment	June
Funding source basis (revenue estimate)	Budget Estimates June
SSAF funding priorities finalised	June
SSAF communication plan approved	June
Call for SSAF submissions	June
Submissions close	July
Applications assessed by Committee	July
Applications approved by the Vice-Chancellor	July
Applications notified of submission outcome	August
Mid-year project reports	June
Evaluating and final reports submitted	February
Annual SSAF report approved by Vice-Chancellor and noted by EMC	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 To submit a proposal under SSAF funding, applicants must be 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 SSAF applications must comply with SSAF legislated criteria to be eligible for consideration.

- 4.16 Eligible proposals will be assessed and ranked on the basis of 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.
- 4.17 All applications are to be made to the SSAF Committee.
- 4.18 Applicants will be notified in writing of the result of their application.
- 4.19 Successful applicants will be advised of the approved project, funding and University cost code.
- 4.20 Funds must be used for the purposes of the approved project.
- 4.21 Unspent funds portion of allocated funds will be returned to the SSAF funds pool as at 31 December of each year.
- 4.22 Reporting requirements for successful funds are:
- progress report – completed at the six-month point of the project to the SSAF Committee by the project lead.
 - final report – completed at the conclusion of the project to the SSAF Committee by the project lead.

5 RESPONSIBILITIES

Compliance, monitoring and review

- 5.1 The Senior Deputy Vice-Chancellor (International and Services), with delegated responsibility to the SSAF Committee, is responsible for monitoring, reviewing and ensuring compliance with this policy and procedure.

Reporting

- 5.2 The annual SSAF report will be presented to the Executive Management Committee for recommendation to Vice-Chancellor and President for approval. The report will also be presented to the Student Representative Council and Vice-Chancellor's Advisory Committee for noting.

Records management

- 5.3 Employees must maintain all records relevant to administering this policy and procedure in a recognised University recordkeeping system.

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)

[Higher Education Support Act 2003 - Student Services, Amenities, Representation and Advocacy Guidelines](#) (Cwlth)

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

8 FEEDBACK

- 8.1 University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

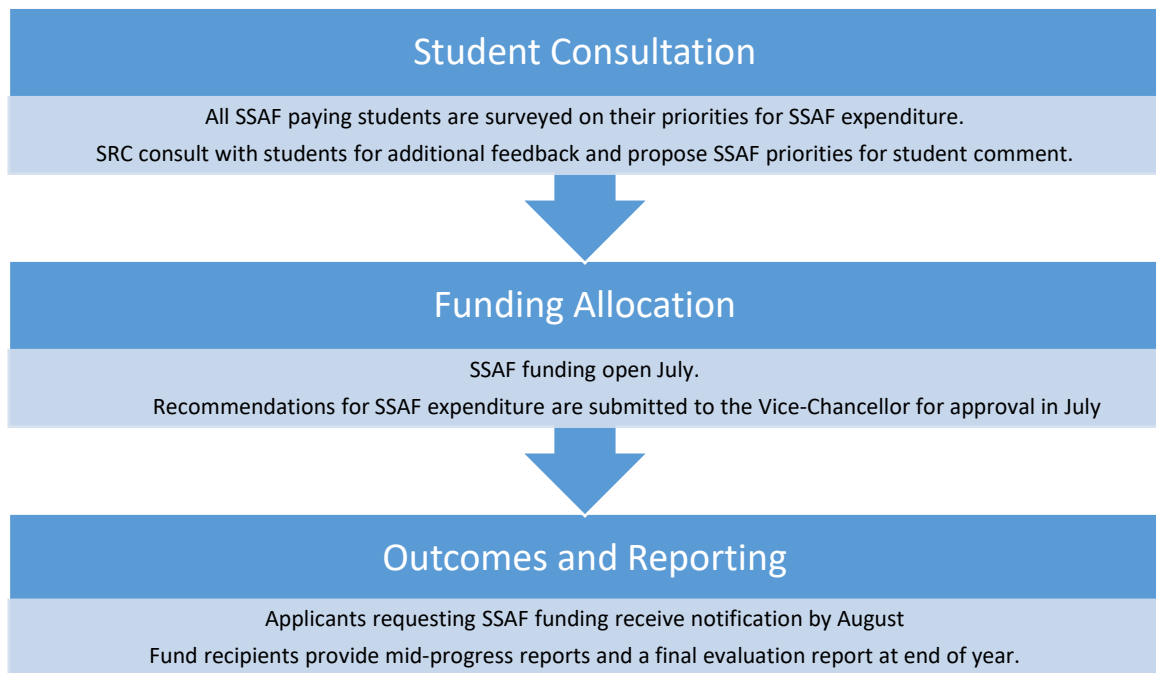
9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice Chancellor Advisory Committee
Administrator	Senior Deputy Vice-Chancellor (International and Services)
Next Review Date	5/12/2021

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

10 APPENDICES

Appendix 1 – SSAF funding process



Appendix 2 - SSAF allocation and reporting process

