

University of Southern Queensland

Student Services and Amenities Fee (SSAF)

2022 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

Consultation with students

Students and student representatives were invited via email to participate in one of two All Student Forums to have input into the services and amenities that are funded through the Student Services and Amenities Fee (SSAF) and to discuss the proposed 2022 USQ Student Services and Amenities Fee (SSAF) Strategic Framework.

Outcome of consultation

Feedback from the consultation process informed the University's identified key priority areas around student services, focusing on supporting students to develop the necessary skills and capabilities to succeed in their studies; enhancing the employability and career goals for students; and offering effective services around health, well-being and sport. Specific key areas of focus included orientation for new students, the ongoing provision of timely advice, guidance and advocacy for all learners, and access to relevant leadership and professional development opportunities to aid student representation, participation and personal/professional development.

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 (HESA)

Funding was expended on ongoing activities that have been funded over a number of years. Activities and services are reviewed against the SSAF categories and guidelines to ensure the funding is expended appropriately.

What SSAF funding achieved in the reported year

In 2022, SSAF delivered:

- Provision of Mental Health and Wellbeing activities through counselling sessions, Safer Communities, mental health and wellbeing activities.
- Delivery of on-campus Orientation events and engagement activities
- Student Representative Committees
- Advocacy provided through the UniSQ Student Guild
- Study and careers support
 - Student success advising services
 - Provided assignment assistance and advice through Learning Advisors
 - Peer tutoring through PASS
 - Career counselling, resume editing
- Student leadership opportunities

SSAF Revenue Summary

	2022 Allocation \$ ¹	2022 Actual \$
SSAF Revenue	\$3,500,000	\$3,333,916
SSAF revenue carried forward from 2021	\$816,000	\$816,000
Total SSAF funds available for 2022	\$4,316,000	\$4,149,916
SSAF revenue carried over into 2023	\$0	\$0

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 [insert reported year] the maximum SSAF was \$[insert maximum SSAF for the reported year].

Student Status	2022 SSAF charged \$ ²	Number of students charged in 2022 ³
Full-time ¹ (> 0.75 EFTSL)	\$3,017,986	20,746
Part-time ¹ (< 0.75 EFTSL)	\$297,053	7,851
		Total: 28,597

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.

The SSAF Charge Summary recognises the actual charge to students, however, the SSAF Revenue Summary includes AASB 15 adjustments.

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 2022. 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 2022 as the total EFTSL they undertook in 2022 was equal to 0.875.

Student Status	2022 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2022 ⁴
Remote learning/Online only	\$2,334,844	16,050

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	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$415,000	\$786,095	Yes	1738
2. Clubs or other associations	\$130,000	\$0		
a. Sporting	\$0	\$1,838	No	459
b. Internal student politics	\$0	\$0		
c. Gender, sexuality, ethnicity, race, or nationality-based	\$0	\$384	No	60
d. Areas-of-study related e.g. law	\$0	\$1,100	No	309
e. Other activities e.g. music, debate, chess	\$0	\$400	No	37
f. Other	\$300,000	\$328,000	Yes	1242
3. Employment/career services	\$855,000	\$1,283,727	Yes	1166
4. Legal aid	\$0	\$0		
5. Other student amenities	\$250,000	\$188,423	Yes	5486
6. Orientation	\$300,000	\$385,121	Yes	7781
7. Advocating for student's interests in matters arising under the higher education provider's rules	\$130,000	\$243,041	Yes	55
8. Helping students develop skills for study	\$970,000	\$550,325	Yes	6424
9. Advising on matters arising under the higher education provider's rules	\$150,000	\$51,352	Yes	87
10. Supporting a sporting or other recreational activity by students	\$0	\$330,108	No	1522
Total	\$3,500,000	\$4,149,916		26366

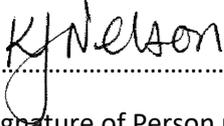
Organisations, bodies or third-party providers that received SSAF funding in 2022.

Organisation Name¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
University of Southern Queensland Student Guild	11 199 275 853	Key Area [2]	\$328,000	8%

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, [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.



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Signature of Person making Declaration

Professor Karen Nelson
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Full name of Person making Declaration

Provost
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Position of Person making Declaration

29 June 2023
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Date