## Student Services and Amenities Fee Policy

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<thead>
<tr>
<th>Responsible Officer</th>
<th>Deputy Vice-Chancellor (Students and Education)</th>
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<td>Approved by</td>
<td>Vice-Chancellor</td>
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<td>Approved and commenced</td>
<td>August, 2013</td>
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### Relevant Legislation, Ordinance, Rule and/or Governance Level Principle
- Higher Education Support Act 2003
- Higher Education Legislation Amendment (Student Services and Amenities) Act 2011
- Education Services for Overseas Students Act 2000
- Education Services for Overseas Students Regulations 2001
- Rule 3 – Admissions and Student Progress
- Legal Compliance Policy

### Responsible Organisational Unit
- Student Centre

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1 Objective

The objectives of the Student Services and Amenities Fee (SSAF) Policy are to ensure compliance with legislative requirements and provide a framework that enables effective management of University accountabilities in respect of SSAF including:

- determining the annual fee and the categories of students required to pay the fee
- implementation of a student consultation and communication strategy
- allocation of SSAF funds.

2 Scope

This policy applies to all students of the University of Tasmania.

3 Policy Provisions

3.1 Determining the Fee

On an annual basis, the University may determine a compulsory student service and amenities fee and the categories of enrolled students it applies to, and determine which categories of students may be exempted. The University can charge a fee up to the maximum prescribed in the Higher Education Legislation Amendment (Student Services and Amenities) Act 2011 (the Act).

The University determines a date payable which cannot be earlier than the last day on which a student is able to enrol in a course of study.

The University must publish information that specifies the period to which the fee relates, the cohort to which the fee relates, and the date on which the fee is payable.

3.2 Communication

On an annual basis, the University will implement a student communication strategy. The University must comply with legislation, implementing strategies that ensure compliance and address the publication and consultation guidelines.

The University must ensure information and processes are accessible and transparent enabling students to contribute to the engagement process and in the allocation of SSAF funds.

3.3 Student Consultation

On an annual basis, the University will initiate a student consultation process. The University must comply with and meet the conditions specified under the Act and Guidelines. The National Student Representation Protocols define how the University
is to ensure engagement and participation of enrolled students in the decision making process for SSAF funding allocation.

The University must:

- provide enrolled students with the opportunity to participate in a valid and transparent process to democratically elect student representatives and to provide reasonable resources to support those elected representatives to carry out their function on behalf of enrolled students
- publish the details of the mechanisms by which enrolled students are consulted and able to participate in the decision-making processes
- ensure students are enabled to contribute to the engagement process inviting input to proposals seeking SSAF funding
- implement a formal process of consultation with elected and other student representatives, regarding the specific uses of SSAF proceeds.

3.4 Allocation of SSAF funds

On an annual basis, the University will determine the allocation of funds raised from SSAF revenue.

The University must comply with and meet the conditions specified under the Act and Guidelines. The National Access to Services Benchmarks defines how the University ensures appropriate attention to the provision of a range of essential student support services.

Under the Act, the University is only able to allocate SSAF revenue on the provision or subsidisation of the provision of a limited and specified range of services. The University will publish details of submissions seeking SSAF funding and of those initiatives approved for funding.

If the University contracts a third party, including student organisations, to provide any services it is the University’s responsibility to ensure that the party also complies with legislation and with University policy.

3.5 Financial management

The University must ensure compliance with legislation and with University policy and governance, in the:

- receipting of SSAF revenue
- recording of SSAF expenditure
- acquittal of allocated SSAF funds
- reporting to Government.

All expenditure must be in accordance with conditions specified in the allocation of SSAF funds, grant conditions and with legislation for the acquittal of SSAF funds.

3.6 SSAF Refunds

In special circumstances the University may provide a refund. The University will ensure that its processes are equitable, transparent and in accordance with the legislation.
Under the Act, the University is not permitted to remit SA-HELP debts incurred by a student. The University will equally not refund any SSAF paid directly.

3.7 Non-Payment of SSAF

Under the University’s Rule 3 – Admissions and Student Progress a valid enrolment requires that a student pay any applicable fee. A student is not eligible for an award if there are any outstanding fees or other money.

The Deputy Vice Chancellor (Students and Education) determines the penalties to be imposed where fees are not paid.

3.8 Compliance and Policy

Under the guidance and framework provided by these Acts, Regulations and Guidelines and by University ordinance, rule, policy, procedure or other documents, the University will conduct all SSAF related matters ethically, honestly and with transparency to all parties.

The University must ensure SSAF is implemented and managed in accordance with legislation, University policy and governance.

3.9 Responsibilities

The Deputy Vice Chancellor (Students and Education) is responsible for:

- the development, compliance monitoring and review of this policy.

The Executive Director, Student Centre, Office of the DVC (Students & Education) is responsible for:

- the promulgation and implementation of this policy and procedure in accordance with the scope as outlined within the documents.

4 Definitions and Acronyms

Course of Study A course leading to a higher education award

HELP Higher Education Loan Program. Australian Government loan program including HECS-Help, FEE-Help, SA-Help through which eligible student defer their fees for repayment through the Australian tax system.

HESA Higher Education Support Act 2003 (Cwlth)

Organisational Unit Faculty, School, Centre, University Institute, other University Entity, Division, Section or University Business Enterprise.

Special Circumstances The Commonwealth specifies circumstances in which a University will be satisfied that they apply to a student that:
- are beyond the persons control
- do not make their full impact on the person until on or after the census date for the unit of study in question
- make it impracticable for the person to complete the requirements for the unit of study during the period which the person undertook, or was to undertake, the unit.

5 Supporting Documentation

- Student Services and Amenities Fee Procedure

6 Versioning

| Current Version | Version 1 – Student Services and Amenities Fee Policy (current document); approved 21 August, 2013. |