

# Student Services and Amenities Fees Procedure

Version 2 - Approved 20 June 2022

## Contents

Purpose.....	1
Applicable governance instruments.....	1
Procedure .....	2
1. Background.....	2
2. Determining the fee .....	2
3. Student engagement.....	2
4. Allocation of SSAF funds.....	3
5. Financial management .....	3
6. Further information.....	4
Related procedures .....	4
Versions .....	4

## Purpose

This procedure describes the way in which the University determines, allocates and manages the Student Services and Amenities Fee (SSAF).

## Applicable governance instruments

Instrument	Section	Principles
<a href="#">Student Fees Policy</a>	2 Student Services and Amenities Fees	2.1-2.2
<a href="#">Qualifications and Certification Policy</a>	1 Conferral	1.2
<a href="#">Student Participation and Attainment Ordinance</a>	18	
<a href="#">Higher Education Legislation Amendment (Student Services and Amenities) Act 2011 (Cth)</a>		
<a href="#">Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022</a>	Chapter 3	
<a href="#">Higher Education Support Act 2003 (Cth)</a>	Chapter 3, Part 3-5 – SA HELP Assistance	
<a href="#">Higher Education Support (Administration) Guidelines – March 2022</a>	Chapter 18	

## Procedure

### 1. Background

The Student Services and Amenities Fee (SSAF) is a compulsory fee levied to provide for student services and amenities of a non-academic nature such as employment and career advice, financial advice, childcare, food services and sporting and recreational activities.

The University is responsible for collecting and managing SSAF funds in accordance with legislative requirements. These responsibilities include:

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

The process for domestic students making upfront payment of their SSAF or deferring their fee to an SA-HELP Loan is outlined in the *Domestic Student Fees Procedure*. For international students, SSAF is included as part of the tuition fees and is not charged separately - see *International Student Fees Procedure*.

### 2. Determining the fee

On an annual basis, the University may determine a compulsory SSAF and the categories of enrolled students to which it applies. It will also determine which categories of students may be exempted. Eligible enrolled students are charged the fee regardless of whether they choose to use any of the amenities and services.

The University can charge a fee up to the maximum prescribed in the *Higher Education Legislation Amendment (Student Services and Amenities) Act 2011*.

The University determines the dates the fee is due to be paid, which cannot be earlier than the last day on which a student is able to enrol in a course.

The University must publish information that specifies the amount of the fee, the date that the debt is incurred, the period to which the fee relates, the cohort to which the fee relates, and the date on which the fee is payable. This information will also specify which student cohorts have SSAF incorporated in their tuition fees, rather than as a separate payment.

### 3. Student engagement

The National Student Representation Protocols in the [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#) define the ways in which the University is to ensure the engagement and participation of enrolled students in the decision-making process for SSAF funding allocation. In accordance with these protocols, and on an annual basis, the University initiates a student consultation process.

The University:

- provides enrolled students with the opportunity to participate in a valid and transparent process to democratically elect student representatives;
- provides reasonable resources to support those elected representatives to carry out their function on behalf of enrolled students;
- publishes the details of how enrolled student feedback informs the decision-making processes; and
- implements a formal process of consultation with elected and other student representatives, which facilitates their contribution regarding the specific uses of SSAF funds.

The University ensures information about the allocation of SSAF funds is accessible, transparent, clearly communicated on the SSAF website, and reviewed annually.

#### 4. Allocation of SSAF funds

A delegated working group of senior University representatives, normally comprising the Executive Director, Student Life and Enrichment, executive level representation from the Office of the Chancellor and Vice-Chancellor and the Academic Division, and a University staff member on the TUSA board will meet at least three times per year with elected student representatives to:

- recommend the allocation of SSAF for the current year to the University Executive Team via the Deputy Vice-Chancellor (Academic);
- review the Interim and Final SSAF reports provided by the budget centre managers responsible for SSAF expenditure to ensure that the funds are being utilised in line with legislation and the University's intentions articulated at the time of approval; and
- recommend to the University Executive Team via the Deputy Vice-Chancellor (Academic) the use of any unspent or unallocated SSAF for any given calendar year.

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

#### 5. Financial management

The University's financial oversight of SSAF includes:

- receipting of SSAF revenue;
- recording of SSAF expenditure;
- acquittal of allocated SSAF funds;
- reporting to the Australian government; and
- managing sanctions and long-term debt relating to non-payment of SSAF.

All expenditure must be in accordance with legislation governing SSAF expenditure and acquittal and any conditions specified as part of the internal allocation of funds.

##### 5.1. Payment of SSAF up-front

The following options are available for the payment of SSAF up-front:

- a) Students can access their invoice in eStudent and make payment for the relevant study period; or
- b) Sponsor (third party provider) can make payment on behalf of a student.

##### 5.2. Defer SSAF to an SA-HELP Loan

Depending upon citizenship and residency, domestic students may also defer their SSAF to SA-HELP, an Australian government loan scheme that assists eligible students to pay their SSAF. SA-HELP can cover all or part of a student's SSAF. Under Australian legislation, the University is not permitted to remit SA-HELP debts incurred by students. More information is available at <https://www.studyassist.gov.au/help-loans/sa-help>.

##### 5.3. SSAF refunds

The University is only able to refund SSAF if a student withdraws prior to census date. Students who withdraw after census date will be charged the applicable SSAF.

##### 5.4. Non-payment of SSAF

SSAF is a compulsory fee for enrolled students and the University will impose sanctions for non-payment of the fee. Sanctions are a formal notation on a student's record that will prevent a student from viewing their results, requesting a copy of their academic transcript and/or completion letter, and graduating.

## 6. Further information

Further information on all aspects of SSAF is published on the Student Services and Amenities Fee web site <https://www.utas.edu.au/study/scholarships-fees-and-costs/student-services-and-amenities-fee>

### Related procedures

*Remission of Student Debt Procedure*

*Domestic Student Fees Procedure*

*International Student Fees Procedure*

### Versions

<u>Version</u>	<b>Action</b>	<b>Approved By</b>	<b>Business Owner/s</b>	<b>Approval Date</b>
1	Approved	Provost	Executive Director Student Experience	10 May 21
2	Approved	Deputy Vice-Chancellor (Academic)	Executive Director, Student Life and Enrichment	20 June 2022