

Student Services and Amenities Fees Procedure

Version 1 – 10 May 2021

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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
<i>1.6 Student Fees Policy</i>	2 Student Services and Amenities Fees	2.1-2.2
<i>1.4 Qualifications and Certification Policy</i>	1 Conferral	1.2
<i>Student Participation and Attainment Ordinance</i>	18	
<i>Baseline Funding and Student Services and Amenities Fee Allocation Agreement</i>		
<i>Higher Education Legislation Amendment (Student Services and Amenities) Act 2011 (Cth)</i>		
<i>Student Services, Amenities, Representation and Advocacy Guidelines 2013</i>	Chapter 3	
<i>Higher Education Support Act 2003 (Cth)</i>		
<i>HESA Administration Guidelines 2012</i>		

Procedure

1. Student Services and Amenities Fee (SSAF)

The Student Services and Amenities Fee 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. 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.

2. Determining the fee

On an annual basis, the University may determine a compulsory Student Services and Amenities Fee 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 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 *Student Services, Amenities, Representation and Advocacy Guidelines* 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 group of senior University representatives, normally comprising the Executive Director, Student Experience, Chief Finance Officer, and a legal representative, will meet as necessary to:

- recommend the allocation of SSAF for the current year to the University Executive Team via the Provost;
- 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
- agree and approve 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; and
- reporting to the Australian government.

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.

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.

SA-HELP is an Australian government loan scheme that assists eligible students to pay their SSAF. SA-HELP can cover all or part of a student's Student Services and Amenities Fee. 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>.

Non-payment of SSAF

SSAF is a compulsory fee for enrolled students and the University may impose sanctions for non-payment of the fee. Sanctions are a note on a student record that can prevent a student from viewing their results, having transcripts, completion letters or unofficial faculty records issued, or 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/students/admin/ssaf>

Related procedures

Full Fee Paying & Commonwealth Supported Student Remission of Debt Procedure

Versions

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
Version 1	Approved	Provost	Executive Director Student Experience	10 May 21