

Queensland University of Technology

Student Services and Amenities Fee (SSAF)

2023 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

The SSAF Advisory Group met three times in 2023. The meetings are used to establish and monitor initiatives across the year and to ensure monies are expended in line with [Departmental guidelines for SSAF spending](#).

QUT's approach to consultation is published and promoted to students, through HiQ and the QUT website. These outline;

- the purpose of the Student Services and Amenities Fee (SSAF);
- the amount of revenue anticipated;
- the mechanisms to establish priorities for expenditure; and
- the timing and mechanism available to comment on the proposed priorities.

The approach to consultation on initiatives which will be funded by the Student Services and Amenities Fee (SSAF) include the following activities:

- invitation to students to comment on initiatives proposed;
- feedback by students to associated area regarding a specific service or initiative;
- consideration and prioritisation of initiatives by the SSAF Advisory Group whose membership includes representatives from QUT and the QUT Student Guild; and
- operational discussions at regular QUT/QUT Student Guild meetings.

In 2023 the initiatives were as follows;

- Student Voice Ambassadors
- Career Peer Support Services
- Integrated learning and careers support
- Peer Learning Support Services
- Support for self-service and student content
- Outbound Student Mobility
- Governance Leadership Training
- Program Support
- Representative Networks
- Student Assist Program
- Clubs & Societies Program
- Events & Initiatives
- Student Guild Orientation & Navigation
- Social Awareness & Engagement
- Student Finances
- Student Health
- Food security
- Social sport equipment upgrade
- Student Gym Membership Pricing Model
- SwimPro camera system
- Additional Financial Support - Bursaries & Hardship Provisions
- Welfare - personalised compliance reminder service of census date
- Cultural Events & Student Club Support
- Elite Athletes Bursaries
- Orientation
- Project Officer, Excellence Programs
- QUT Sport - social sport and health and wellbeing
- Expansion of Support for Students with a Disability
- Expansion of Welfare Programs (Including Mental Health)
- QUT Research Students Network
- Wellbeing Program Support Officer
- Student-facing Health and Wellbeing Development role

Details of the initiatives can be found in *QUT Annual report on initiatives (2023)*

SSAF Revenue Summary

	2023 Allocation \$ ¹ '000	2023 Actual \$ '000
SSAF Revenue	\$8,500	\$8,921
SSAF revenue carried forward from 2022		\$143
Total SSAF funds available for 2023		\$9,064
SSAF revenue carried over into 2024		\$5

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 2023 the maximum SSAF was \$325.9.

Student Status	2023 SSAF charged \$ ² '000	Number of students charged in 2023 ³
Full-time ¹ (> 0.75 EFTSL)	\$6,721	22,101
Part-time ¹ (< 0.75 EFTSL)	\$2,200	17,638
		Total: 39,739

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.

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 [insert reported year]. 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 2023 as the total EFTSL they undertook in [insert reported year] was equal to 0.875.

Student Status	2023 SSAF charged \$ ² '000	Approx. number of SSAF students remote learning 2023 ⁴
Remote learning/Online only	\$1,230	8896

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	2023 Total Allocation \$ '000	2023 Total Actual Spend \$ '000	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$1,152,500	\$1,135,443	Yes	13,000
2. Clubs or other associations	\$510,000	\$511,310	Yes	9,000
a. Sporting	\$750,500	\$752,528	Yes	4,500
b. Internal student politics				
c. Gender, sexuality, ethnicity, race, or nationality-based				
d. Areas-of-study related e.g. law				
e. Other activities e.g. music, debate, chess				
f. Other				
3. Employment/career services	\$3,087,977	\$3,066,723	Yes	11,500
4. Legal aid				
5. Other student amenities	\$270,000	\$265,701	Yes	4,100
6. advising and advocating on Student matters	\$540,874	\$544,206	Yes	10,000
7. Orientation	\$463,000	\$464,189	Yes	20,000
8. Other – bad debts	\$	\$45		
9. Other – Balance not able to allocate in 2023	\$17	\$		
Total	\$6,791	\$6,786		

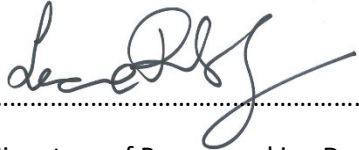
Organisations, bodies or third-party providers that received SSAF funding in 2023

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$'000	% of total SSAF Funding Received
QUT Student Guild	77 713 415 382	1. Health Services	\$518	5.7%
QUT Student Guild	77 713 415 382	2. Clubs or other associations	\$1,122	12.4%
QUT Student Guild	77 713 415 382	2b. Internal student politics	\$211	2.3%
QUT Student Guild	77 713 415 382	2c. Gender, sexuality, ethnicity, race, or nationality-based	\$127	1.4%
QUT Student Guild	77 713 415 382	4. Legal aid	\$295	3.2%
		Total	\$2,273	25%

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.



.....
Signature of Person making Declaration

Leanne Harvey

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Full name of Person making Declaration

Vice-President (Administration) and University Registrar

.....
Position of Person making Declaration

20/06/2024

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Date