

Queensland University of Technology

Student Services and Amenities Fee (SSAF)

2024 Allocation Report

The *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022* (SSARA Guidelines) 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.

The information provided in this *SSAF Allocation Report* does **not** require auditing by a financial accountant. The SSAF expenditure reporting is a separate process and 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 2024. 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 2024 the initiatives were as follows (list not exhaustive);

- Student Assist Program
- Clubs & Societies Program
- Student Orientation
- Independent Student Media
- Student Events
- Student Health
- Student Financial Aid
- Foodbank Services Expansion
- Minor Bill Relief
- SWOTVAC Snack Carts
- Student Transport Subsidy
- Disability Collective
- Integrated learning and careers support
- Peer support services
- QUT Sport - social sport and health and wellbeing
- Student-facing Health and Wellbeing Development role
- Welfare - personalised compliance reminder service of census date and other debt-incurring activities
- Additional Financial Support
- Student Engagement grants & events (previously Cultural Events & Student Club Support)
- Orientation and Transition
- Jobs on Campus
- Expansion of Support for Students with a Disability
- Expansion of Welfare Programs (Including Mental Health)
- Cost of Living/Food Insecurity Support
- Indigenous Health Clinic
- Student Wellbeing Advisory Group (paid positions)
- Post ceremony function for graduands
- International Student Orientation Project
- Student Support Matchmaker

SSAF Revenue Summary

	2024 Allocation \$ ¹ '000	2024 Actual \$ '000
SSAF Revenue	\$9,911	\$10,009
SSAF revenue carried forward from 2023	Nil	\$5
Total SSAF funds available for 2024	Nil	\$10,014
SSAF revenue carried over into 2025	Nil	\$189

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* (the Act). In **2024** the maximum SSAF was **\$351**.

Student Status	2024 SSAF charged \$000 ²	Number of students charged in 2024 ³
Full-time ¹ (> 0.75 EFTSL)	\$6,700	19,165
Part-time ¹ (< 0.75 EFTSL)	\$3,308	20,849
		Total: 40,014

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

Student Status	2024 SSAF charged \$000 ²	Approx. number of SSAF students remote learning 2024 ⁴
Remote learning/Online only	1,357	8,955

⁴ Note: The Department of Education 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

Key areas of expenditure 2024

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 (reporting against these are mandatory)	2024 Total Allocation \$'000	2024 Total Actual Spend \$'000	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$1,240	\$1,265	Y	12,316
2. Clubs or other associations	\$6,545	\$6,487	N/A	
a. Sporting	\$749	\$741	Y	4,099
b. Internal student politics	\$216	\$216	Y	488
c. Gender, sexuality, ethnicity, race, or nationality-based	\$0	\$0	N/A	0
d. Areas-of-study related e.g. law	\$131	\$140	Y	137
e. Other activities e.g. music, debate, chess	\$118	\$123	N	1,390
f. Other	\$5,331	\$5,267	Y	79,783
3. Accommodation	\$0	\$0	N/A	0
4. Employment/career services	\$180	\$179	Y	386
5. Legal aid	\$0	\$0	N/A	0
6. Support for financial affairs	\$398	\$398	N	41,511
7. Other student amenities	\$1,546	\$1,496	Y	123,295
Total	\$9,910	\$9,825		

Organisations, bodies or third-party providers that received SSAF funding in 2024

1. Allocation of SSAF revenue – non-student-led organisations

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
Queensland University of Technology	83 791 724 622	1,2,4,6,7	\$7,456	75%
Total SSAF provided to non student-led organisations			\$7,456	75%

2. Allocation of student led evidence of requirement

SSAF revenue to organisations – meeting of 40 per cent

Organisation Name ²	Australian Business Number (ABN)	Supported Key Area	SSAF Funding Received from Provider \$	% of total revenue collected by the provider	If below 40 per cent, is there an agreed transition plan in place	Details of transition plan
Queensland University of Technology Student Guild	77 713 415 382	1,2,6	\$2,553	25%	Y	Transition plan 2025 – 2026 approved 23 April 2025 by the Department.
Total SSAF provided to student-led organisations			\$2,553	25%		

¹ Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

3. Attestation that student led organisations in receipt of a minimum of 40 per cent of SSAF revenue are meeting governance requirements

Organisation Name ¹	Majority student-led	Democratically elected leaders	Independence	Audited accounts	Corporate Governance policies and procedures established and adhered to	If replying no on any measure, is there an agreed transition plan in place?	Details of transition plan
Queensland University of Technology Student Guild	Yes	Yes	Yes	Yes	Yes	Yes	Refer above.

Declaration by Person of Authority

I, Professor Robina Xavier, Provost of Queensland University of Technology, 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.

I further attest that the information provided in this Report meets the requirements of the *Higher Education Support Act 2003* and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 and that, where transition arrangements have either been sought or approved, information is provided on this.



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Signature of Person making Declaration

Robina Xavier

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Full name of Person making Declaration

Provost, Queensland University of Technology (QUT)

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Position of Person making Declaration

3/06/2025

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Date