

# Southern Cross University

## 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

In addition to the consultation about SSAF allocations, a number of additional student consultation methods are in place.

### **Council and Academic Board**

Students are elected to positions on Council and the principal academic decision-making body of the University, Academic Board. These bodies both meet at regular intervals throughout the year.

Students are also elected or appointed to the following Academic Board committees:

- Faculty Boards – provides advice on to Academic Board on academic initiatives and innovations and oversees the quality of academic matters within each Faculty or College.
- Academic Standards and Quality Committee – principal advisory committee to Academic Board on issues relating to academic standards and quality for curriculum delivery.
- Academic Board Appeals Committee – determines student academic appeals.
- Research Committee – principal advisory committee to Academic Board on issues of research across the University.
- Student Academic Experience Committee – principal advisory committee to Academic Board on issues relating to the student academic experience.

### **Student Experience Committee**

Established with student and staff representation to review and monitor the University's response to the National Student Safety Survey and other safety and wellbeing issues via the Student Safety Action Plan, and to raise and resolve any student non-academic experience issues

### **Increasing the Student Voice Committee**

Established to determine methods to increase student feedback on academic/unit and teaching experience.

### **Student Associations (elected student representatives)**

Regular consultation meetings are conducted with the independent Student Associations through scheduled Association Forums. Student Association executive are appointed through annual student elections.

### **Surveys, feedback and advocacy mechanisms**

All enrolled students:

- have access to the Student Advocacy Service
- have the opportunity to provide feedback to the university about their student experience at any time through an online mechanism.
- have the opportunity to provide feedback in regard to unit offerings and teaching through end of Unit surveys.
- can email SCU Assist for support and advice or to provide feedback.
- have access to the SCU results of the National Student Safety (Sexual Assault and Sexual Harassment) survey released in March 2022

### **In 2023 additional survey and consultation included:**

- Point of transaction satisfaction surveys (administrative and support processes)
- Pre and post feedback for Orientation and training program participants
- Support Service satisfaction survey and client feedback
- Establishment of Student Experience Committee (combining the Student Safety and Student Representative Committees)
- Student Association Forum (3 per year, all Student Associations to share plan updates, innovation and student engagement successes)

Responses from the SSAF survey show that four of the top five priority areas (health & welfare, employment & careers, food & drink) have remained the same for 2020, 2021, 2022 and 2023. This year helping students develop skills for study moved up to 5th place displacing helping students secure accommodation which dropped three place as indicated in table 1 below.

Table 1 Categories as allocated as priority for SSAF spending in 2023 by overall student cohort at SCU

Rank	SSAF category	% Allocation
1	<b>helping students obtain employment or career advice upon graduation</b>	<b>13.9</b>
2	<b>promoting the health or welfare of students</b>	<b>12.1</b>
3	<b>helping students obtain employment while studying at SCU</b>	<b>10.9</b>
4	<b>providing food or drink to students on a campus</b>	<b>9.9</b>
5	<b>helping students develop skills for study</b>	<b>8.3</b>
6	helping students with their financial affairs	7.8
7	caring for children of students	5.6
8	helping students secure accommodation	4.7
9	supporting the administration of a student club	4.3
10	supporting overseas students with welfare, accommodation and employment	4.0
11	providing libraries and reading rooms for students	3.3
12	providing legal services to students	3.0
13	supporting a sporting or other recreational activity by students	2.9
14	advocating students' interests in matters arising under the HEP's rules	2.1
15	giving students information to help them in their orientation	1.9
16	supporting an artistic activity by students	1.4
17	advising students about university rules, policies and procedures	1.2
18	helping students obtain insurance against personal accidents	1.0
19	supporting the production and dissemination of student media	0.9
20	supporting debating by students	0.8

# SSAF Revenue Summary

	2023 Allocation \$ <sup>1</sup>	2023 Actual \$
SSAF Revenue	\$2,200,000	\$2,919,888
SSAF revenue carried forward from 2022	\$1,288,148	\$1,288,148
<b>Total SSAF funds available for 2023</b>	<b>\$3,488,148</b>	<b>\$4,208,036</b>
SSAF revenue carried over into 2024	NA	\$1,671,755

<sup>1</sup> 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 \$326.

Student Status	2023 SSAF charged \$ <sup>2</sup>	Number of students charged in 2023
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$1,970,228	6,475
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$949,660	10,647
<b>Total:</b>		<b>17,122</b>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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	2023 SSAF charged \$ <sup>2</sup>	Approx. number of SSAF students remote learning 2023
Remote learning/Online only	\$1,061,927	6090

<sup>4</sup> 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 \$	[Year] Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$424 931.81	\$365 269.81	Yes	12 398
2. Clubs or other associations	\$759 586	\$759 586	Yes	11 648
a. Sporting	\$143 370	\$115 048.56	Yes	2 030
b. Internal student politics	\$	\$		
c. Gender, sexuality, ethnicity, race, or nationality-based	\$7 000	\$2 900.90	Yes	420
d. Areas-of-study related e.g. law	\$7 000	\$6 447.46	Yes	620
e. Other activities e.g. music, debate, chess	\$5 000	\$4 994.19	Yes	360
f. Other	\$4 500	\$1 051.69	Yes	120
3. Employment/career services	\$410 957	\$403 756.44	Yes	17 608
4. Food & Drink	\$133 175	\$133 175	Yes	13 348
5 Caring for Children	\$64 034.19	\$64 034.19	Yes	140
6.Helping with financial affairs	\$2 500	\$5 753.25	Yes	318
7. Developing skills for Study	\$246 392	\$212 175.07	Yes	2919
8. Libraries/reading rooms	\$3 244	\$3 416	No	4000
9. Specific needs of overseas students (relating to welfare, accommodation and employment)	\$24 000	\$24 000	No	419
10. Advocating students' interests in matters arising under the higher education provider's rules	\$252 340	\$252 340	Yes	797
11. Orientation information	\$171 800	165 706	Yes	4000
<b>Total</b>	<b>\$2 659 830</b>	<b>\$2 519 654.56</b>		

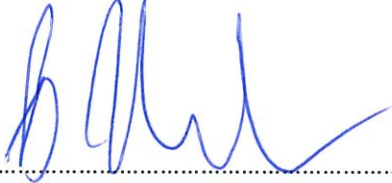
Organisations, bodies or third-party providers that received SSAF funding in 2023

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
LEXSA	79 216 280 715	1,4,2,2c,2d,2f,5,	\$347 449	13.06%
LEXSA (Advocacy)	79 216 280 715	9	\$252 340	9.48%
Coastrs	47 919 544 221	4,2,2c,2d,2f,1	\$328 164	12.33%
Coffs Harbor Student Association (CHSA)	44 732 282 288	4,2,2a,2d,2f,5,1	\$209 337	7.87%
The Hotel School	34 751 017 948	4,2,1,6,7, 2a	\$129 195	4.85%
Southern Cross Postgraduate Association	91 233 499 176	4,2,1,3,6,7	\$241 115	9.06%

<sup>1</sup> 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, Brendon Nelson, Vice President (Students) and Registrar of Southern Cross University, 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.

A handwritten signature in blue ink, appearing to read 'B Nelson', is written above a horizontal dotted line.

Brendon Nelson

Vice President (Students) and Registrar

Tuesday 14 May 2024