The University of Southern Queensland

Student Services and Amenities Fee (SSAF)

2025 Allocation Report

Introduction

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

In 2024, UniSQ undertook a university-wide SSAF consultation via an online survey delivered in partnership with the UniSQ Student Senate. The survey was open to all current students for a two-week period and resulted in 336 responses. The consultation was designed to identify the services and amenities of greatest value to students and to inform future SSAF expenditure. Students were asked to nominate their priority areas from the 19 allowable categories specified in subsection 19-38(4) of the *Higher Education Support Act 2003 (the Act)*, with opportunities to provide qualitative feedback to explain their selections and identify emerging needs. Responses reflected the diverse needs of both online and on-campus cohorts.

The consultation produced a clear set of student-led priorities, which were validated through discussion with the Student Senate and shared with the UniSQ Student Guild. These priorities informed UniSQ's SSAF planning and allocation approach for 2025 and were considered alongside service demand data, operational insights, and legislative requirements. The highest-ranked service areas identified by students were:

- employment and career support;
- student health and welfare
- assistance with financial affairs;
- provision of food and drink on campus; and
- support for development of study skills outside formal coursework.

These priority areas directly align with the allowance SSAF expenditure categories under subsection 19-38(4) of the Act and have guided the allocation of SSAF funding. An overview of the highest rating SSAF categories is provided in Table 1.

TABLE 1: Highest Rated SSAF Categories

Services and Amenities	Total votes	% of votes	Services and Amenities provided to support
1. Helping students obtain employment or advice on careers	215	63.99	• Career advice and resume support; • Career support and employability services; and • Career Advisors.
2. Promoting the health or welfare of students	207	61.61	• Mental Health Nurse; and • Mental Health First Aid.
3. Helping students with their financial affairs	169	50.30	• Pre-paid library return postage; and • Printing allocation and postage subsidies for online students.
4. Providing food or drink on campus	156	46.43	• Food pantry; and • Free breakfast program.
5. Helping students develop study skills outside coursework	152	45.24	• Peer Assisted Learnings (PALS); • Learning Advisors; • Student Success Advising; and • Studiosity.

In addition to the SSAF survey, UniSQ undertook a broader Student Experience Survey in 2025, with more than 1,000 responses. This survey provided further insight into student needs across wellbeing, cost-of-living pressures, community connection, advocacy, and employability. Findings were presented to Senior Leadership, the Student Senate and the Student Guild, and continue to inform SSAF priorities and service delivery. Ongoing engagement with student representatives ensures that student voice remains central to SSAF decision-making and that emerging needs are reflected in future allocations.

Expenditure in 2025

UniSQ confirms that all SSAF revenue in 2025 was expended in accordance with subsection 19-38(4) of the Higher Education Support Act 2003. This was achieved through:

- Alignment of all funded services to the allowable categories set out in the Act.
- Governance and oversight mechanisms, including internal financial controls and review processes.
- Consultation-informed planning, ensuring that expenditure decisions reflect student priorities.
- Regular monitoring of service delivery and utilisation, including demand and outcome data.

Funding supported only services and amenities that fall within the legislated categories, including student wellbeing, academic support, employability, financial assistance, and campus-based services.

Outcomes achieved through SSAF funding in 2025

In 2025, SSAF funding supported the delivery of a range of services aligned to student-identified priorities. Key outcomes included:

- Orientation and transition support – Delivery of more than 150 hours of structured orientation and transition activities for commencing and continuing students across online and on-campus cohorts.
- Academic and career capability development – Provision of study skills coaching, peer learning programs, career advice and resume support to strengthen student progression, retention, and employability outcomes.
- Health, wellbeing and support services – Delivery of coordinated triage and referral pathways, alongside wellbeing initiatives and training, contributing to a responsive and supportive student experience.
- Cost-of-living practical supports – Continued provision of food programs, financial assistance supports and access to essential learning resources.

These investments contributed to improved access to support, enhanced student capability, and strengthened wellbeing across UniSQ's diverse student cohort.

Allocation to Student-led Organisations

Section 19-39 of the *Higher Education Support Act 2003* requires higher education providers to allocate at least 40% of SSAF revenue to eligible student-led organisations. In 2025, UniSQ continued implementation of an approved three-year transition plan, endorsed on 23 April 2025, to progressively meet this requirement in partnership with the UniSQ Student Guild. The plan establishes a structured pathway to increase the proportion of SSAF revenue allocated to student-led service delivery, while ensuring appropriate governance, capability, and accountability arrangements.

In 2025, $864,880, representing 21.96% of actual SSAF revenue, was allocated to the UniSQ Student Guild. This funding supported student-led services and amenities, including:

- Student advocacy and bursaries.
- Club and event administration.
- Social and sporting activities.
- Food pantry initiatives.
- Gym operations.

These activities align with the definition of student-led organisations under section 19-39(3) of the Act.

UniSQ attests that, in 2025, SSAF funding was provided to student-led organisations as defined in section 19-39(3) of the Higher Education Support Act 2003, and that the University is progressing toward compliance with the 40% allocation requirement through its approved transition plan.

SSAF Revenue Summary

	2025 Allocation $[1]	2025 Actual $
SSAF Revenue	$3,937,836	$3,937,836
SSAF revenue carried forward from 2025	$0	$0
Total SSAF funds available for 2026	**$ 3,937,836**	**$ 3,937,836**
SSAF revenue carried over into 2026	$0	$0

[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 **2025** the maximum SSAF was **$45.60 per unit of enrolment up to a maximum of eight units.**

Student Status	2025 SSAF charged $[2]	Number of students charged in 2025[3]
Full-time[1] (> 0.75 EFTSL)	*$2,623,265*	7,704
Part-time[1] (< 0.75 EFTSL)	*$1,314,571*	9,881
		Total: 17,585

[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 2025. 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 2025 as the total EFTSL they undertook in 2025 was equal to 0.875.

Student Status	2025 SSAF charged $[2]	Approx. number of SSAF students remote learning 2025[4]
Remote learning/Online only	**$1,107,510**	**6,912**

[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.

SSAF Allocation Summary

Key areas of expenditure 2025

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)	2025 Total Allocation $	2025 Total Actual Spend $	Are services available online?	Estimated No. of students accessing services
1. Health Services	$415,000	$405,265	Yes	502
2. Clubs or other associations	$0	$0		
a. Sporting	$0	$0		
b. Internal student politics	$0	$0		
c. Gender, sexuality, ethnicity, race, or nationality-based	$0	$0		
d. Areas-of-study related e.g. law	$0	$0		
e. Other activities e.g. music, debate, chess	$0	$0		
f. Other	$780,000	$864,880	Yes	912
3. Accommodation	$0	$0		
4. Employment/career services	$900,000	$879,369	Yes	23,636
5. Legal aid	$0	$0		
6. Support for financial affairs	$0	$0		
7. Other student amenities	$200,000	$217,414	Yes	5,229

8. Orientation	$485,000	$481,201	Yes	4,001
9. Advocacy for student interests in matters arising under the higher education providers rules	$300,000	$295,413	Yes	63
10. Advising on matters arising under the higher education providers rules	$100,000	$63,864	Yes	31
11. Helping students develop skills for study	$800,000	$730,430	Yes	11,596
Total	$3,980,000	$3,937,836		

Organisations, bodies or third-party providers that received SSAF funding in 2025

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**
University of Southern Queensland	11 199 275 853	Key Areas 1, 4, 7, 8, 9, 10, 11	$3,072,956	78.04%
		Total SSAF provided to non student-led organisations	$3,072,956	78.04%

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

2. Allocation of SSAF revenue to student led organisations – evidence of meeting requirement 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
UniSQ Student Guild	11 199 275 853	Key Area 2f	$864,880	21.96%	Yes	Approved three-year transition plan in place to meet funding requirements. 21% of actual SSAF revenue allocated to student-led organisations in 2025 in line with approved transition plan. Governance milestones have been met.
		Total SSAF provided to student-led organisations	$864,880	21.96%		

[2] 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
UniSQ Student Guild	*Yes*	*Yes*	*Yes*	*Yes*	*Yes*	*Yes*	Approved three-year transition plan in place to meet funding requirements. 21% of actual SSAF revenue allocated to student-led organisations in 2025 in line with approved transition plan. Governance milestones have been met.

Declaration by Person of Authority

I, Professor Lorelle Burton, Dean (Students) of the University of Southern Queensland, 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.



Signature of Person making Declaration

Professor Lorelle Burton

Full name of Person making Declaration

Dean (Students)

Position of Person making Declaration

29 June 2026

Date