

University of Southern Queensland

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

Consultation with students

In 2023, consultation processes benefited from the establishment of the inaugural University of Southern Queensland (UniSQ) Student Senate (Student Senate). The mission of the Student Senate is to establish avenues for student participation in all levels of decision-making across the University by embracing and empowering all student voices. A key focus of the Student Senate is improving the student experience. Resultingly, throughout the year the Student Senate discussed and provided feedback on the proposed and expended areas funded through SSAF to further enhance the student voice and foster opportunities for collaboration between students, staff, and management.

The University's key priority areas for student services were shaped by feedback from consultation processes. The outcome of these processes was an emphasis on support for students in acquiring essential skills for academic success, enhancing employability and career goals, and providing effective health, wellbeing, and sports services. Specific focus areas in 2023 included enhanced student orientation, ongoing provision of timely advice and advocacy, guidance, and opportunities for leadership and professional development to enhance student representation, participation, and personal and professional growth.

UniSQ's 2023 SSAF priority areas were:

- | | |
|----------------------|---|
| Student Wellbeing | - Student health, wellbeing, welfare, and sport.
- Career service and employability. |
| Students as Partners | - Student representation and participation in governance.
- Student leadership and professional development. |
| Student Advising | - Student success advising and advocacy.
- Student orientation and engagement. |

SSAF revenue was expended in accordance with subsection 19-38(4) of the Higher Education Support Act 2003 (HESA) Funding on ongoing activities that have been funded over several years. Activities and services are reviewed against the SSAF categories and guidelines to ensure the funding is expended appropriately and are reported within this document.

In 2023, SSAF delivered:

- on-campus orientation events and engagement activities and the development of a new UniSQ Orientation Platform to enhance the online student experience,
- advocacy provided through the UniSQ Student Guild,
- career advice and provision of services such as resume writing,
- student success advising services,
- study skills assistance and advice through Learning Advisors,
- peer tutoring through Peer Assisted Study Sessions (PASS), and
- student leadership opportunities.

The University's centralised student support hub, iconnect, employed 125 students who directly provided student facing services assistance and support to other students. This iconnect team responded to more than 140,000 queries in 2023 to ensure students were supported on their study journey and were able to ensure that all student matters were either managed locally or referred to the relevant services.

To continue to strengthen the student voice, the Student Senate have been consulted with in relation to the University's all student survey about 2024 SSAF funding. Ongoing discussions are held between the Student Senate and UniSQ Executive regarding funding allocations. The University will continue to partner with the Student Senate to improve the use of feedback surveys and other methods of consultation with the wider student body to determine what areas are most important to students when allocating SSAF funding.

SSAF Revenue Summary

	2023 Allocation \$ ¹	2023 Actual \$
SSAF Revenue	\$3,500,000	\$3,445,698
SSAF revenue carried forward from 2022	\$0	\$0
Total SSAF funds available for 2023	\$3,500,000	\$3,445,698
SSAF revenue carried over into 2024	\$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*. In 2023 the maximum SSAF was \$326.

Student Status	2023 SSAF charged \$ ²	Number of students charged in 2023 ³
Full-time ¹ (> 0.75 EFTSL)	\$1,873,887	5,357
Part-time ¹ (< 0.75 EFTSL)	\$1,571,811	13,698
		Total: 19,046

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	Approx. number of SSAF students remote learning 2024
Remote learning/Online only	\$1,044,071	8,341

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 \$	2023 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$50,000	\$33,080	Yes	436
2. Clubs or other associations	\$0	\$0		-
a. Sporting	\$0	\$0	No	-
b. Internal student politics	\$0	\$0	No	-
c. Gender, sexuality, ethnicity, race, or nationality-based	\$0	\$0	No	-
d. Areas-of-study related e.g. law	\$0	\$0	No	-
e. Other activities e.g. music, debate, chess	\$0	\$0	No	-
f. Other	\$300,000	\$286,686	Yes	1861
3. Employment/career services	\$1,100,000	\$1,173,004	Yes	9648
4. Legal aid	\$0	\$0		-
5. Other student amenities	\$200,000	\$186,509	Yes	5718
6. Orientation	\$600,000	\$568,787	Yes	3167
7. Advocacy for student interests in matters arising under the higher education providers rules	\$200,000	\$133,200	Yes	71
8. Advising on matters arising under the higher education providers rules	\$150,000	\$199,075	Yes	37
9. Helping students develop skills for study	\$900,000	\$856,902	Yes	8567
Total	\$3,500,000	\$3,437,243		29,505

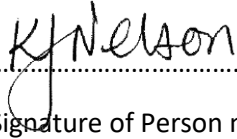
Organisations, bodies or third-party providers that received SSAF funding in 2023.

Organisation Name¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
University of Southern Queensland	11 199 275 853	Key Area 2f	\$286,686	0.82%

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, Professor Karen Nelson, Provost of the University of Southern Queensland (UniSQ), 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.



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Signature of Person making Declaration

Professor Karen Nelson

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Full name of Person making Declaration

Provost

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Position of Person making Declaration

13 June 2024

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Date