

# University of Melbourne

## Student Services and Amenities Fee (SSAF)

### 2022 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 Office of the Provost, in partnership with the University of Melbourne Student Union (UMSU), Melbourne University Sport (MUS), University of Melbourne Graduate Student Association (GSA) constructed and promoted an online survey to gather student feedback on eligible SSAF funded/subsidised activities and services.

The SSAF Student Feedback Survey ran from September 26 to October 11 and was promoted centrally to all students via the University's student portal, SSAF website, social media channels, Stop 1 and through student organisation channels.

Students were asked to complete a ranking exercise demonstrating the SSAF eligible activities and services in order of importance to them and as relating to their University experience. The activities and services in the survey were based on the Government specified criteria in the Higher Education Support Act (2003, Subsection 19-38) which outlines higher education provider parameters for SSAF expenditure. A 5-point scale was used to assess activities and services from 'not' important to 'very' important. The survey received 1814 complete student entries.

Analysis of responses was undertaken the week following survey closure, with de-identified data and reporting shared to student organisations during October.

The top four activities as considered of highest importance by 75% of the sample were:

- support for your health and/or welfare
- support to obtain employment or career advice
- access to libraries and reading rooms, other than those provided for academic purposes
- helping international students with specific support relating to their welfare, accommodation, and employment

More than half of the surveys' respondents allocated the 'support for your health and welfare' a value of 5, no other parameter was allocated greater importance. Some of the top four rated services do overlap and point to student importance being placed most upon health, welfare and potential for securing, or being employed.

Students were incentivised to complete the survey via a competition to win an iPad Pro. The randomised draw for the winner was conducted and notified in accordance with the SSAF survey competition terms and conditions.

Workshops were held with the CEO and President from UMSU and GSA to understand and agree where SSAF funding should be allocated for the next 3 years. The outcomes of the student survey informed where funding should be allocated.

UMSU and GSA provide the University with a budget of proposed expenditure each year and annual audited financial and acquittal reports are also provided.

SSAF funding is used to support a huge variety of programs:

UMSU

GSA

SSAF Grant Program

# SSAF Revenue Summary

	2022 Allocation \$ <sup>1</sup>	2022 Actual \$
SSAF Revenue	\$17,936,596	\$19,068,606
SSAF revenue carried forward from 2021	\$4,371,795	\$3,999,980
<b>Total SSAF funds available for 2022</b>	<b>\$22,308,391</b>	<b>\$23,068,586</b>
SSAF revenue carried over into 2023	\$4,293,363	\$3,954,754

<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 [insert reported year] the maximum SSAF was \$[insert maximum SSAF for the reported year].

Student Status	[Insert reported year] SSAF charged \$ <sup>2</sup>	Number of students charged in [Insert reported year] <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$315	19,971
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$236	15,705
		<b>Total: 35,676</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	2022 SSAF charged \$	Approx. number of SSAF students remote learning 2022
Remote learning/Online only	<b>63,064</b>	<b>245</b>

<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	2022 Total Allocation \$	2022 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$ 362,112	\$ 343,200	Y	44,536
2. Clubs or other associations	\$ 325,350	\$ 140,959	Y	33,572
a. Sporting	\$ 3,379,634	\$ 3,381,723	Y	19,945
b. Internal student politics	\$ 10,277	\$ 10,378	Y	605
c. Gender, sexuality, ethnicity, race, or nationality-based	\$ 848,143	\$ 875,185	Y	12,358
d. Areas-of-study related e.g. law	\$ 423,769	\$ 458,291	Y	29,580
e. Other activities e.g. music, debate, chess	\$ 38,821	\$ 110,259	Y	14,684
f. Other	\$ -	\$ -	NA	0
3. Employment/career services	\$ 1,352,189	\$ 1,270,916	Y	21,236
4. Legal aid	\$ 300,515	\$ 266,743	Y	380
5. Other student amenities	\$ 2,359,262	\$ 2,854,871	Y	92,601
6. Orientation	\$ 455,889	\$ 345,253	Y	13,508
7. Food or drink	\$ 341,529	\$ 186,982	Y	9,200
8. Advocating students	\$ 1,111,610	\$ 1,079,589	Y	9,050

9. Student Governance and Elections	\$ 1,793,276	\$ 1,777,984	Y	6,429
10. Recreational activities	\$ 318,248	\$ 653,824	Y	10,000
11. Non Academic Library (RWL)	\$ 503,155	\$ 508,705	Y	10,000
12. Student Arts	\$ 1,040,590	\$ 1,114,086	Y	6,000
13. Student Media	\$ 99,664	\$ 107,464	Y	10,000
14. International Student needs	\$ 230,193	\$ 256,218	Y	8,000
15. Childcare	\$ 358,732	\$ 359,081	NA	68
16. Travel Security Advice	\$ 133,646	\$ 133,520	Y	1,780
17. Financial aid and Student Outreach	\$ 321,123	\$ 376,127	Y	5,517
18. Tutorials, Study & Learning Services	\$ 166,000	\$ 155,579	Y	4,019
19. Internships, advice, food relief, workshops & grants	\$ 3,024,797	\$ 2,680,199	Y	116,154
<b>Total</b>	<b>\$ 19,298,525</b>	<b>\$ 19,447,136</b>		<b>479,222</b>

Organisations, bodies or third-party providers that received SSAF funding in 2022

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
University of Melbourne Graduate Student Association (GSA)	11 274 192 974	5	\$2,889,407	14.97%
University of Melbourne Student Union (UMSU)	78 125 531 707	5	\$7,105,100	36.82%

Melbourne University Sport (University of Melbourne)	84 002 705 224	2. a	\$4,175,417	21.64%
Student and Scholarly Services (University of Melbourne)	84 002 705 224	19	\$5,128,601	26.58%

<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, [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

.....

Full name of Person making Declaration

Dr Catherine Burnheim

.....

Position of Person making Declaration

Executive Director, Office of the Provost

.....

Date

21/06/2023