

University of Technology Sydney

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

Two student organisations, ActivateUTS and UTS Students' Association (UTSSA), the university's service providers, and the UTS Childcare centre Inc. delivered services for students funded by the Student Services and Amenities Fee (SSAF) in 2023.

The Deputy Vice-Chancellor (Education and Students) and Vice-Chancellor decided on how to allocate SSAF to these services, after consulting with the student organisations and the university's service providers. The following priorities were set:

1. Supporting clubs and other associations
2. Employment and Career services
3. Health services

The Deputy Vice-Chancellor (Education and Students) and the leaders of the student organisations met monthly throughout the year to determine, monitor, and, when needed, adjust the allocation of funds according to sub-section 19-38(4) of the Higher Education Support Act 2003 (HESA). As the student organisations represent the student voice, they were invited to actively contribute and share their views on how to use SSAF.

Additionally, to enhance student partnerships, which is a key contributor to student success in the Student Experience Framework, the Student Services and Amenities Fee (SSAF) Committee was formed in the latter half of 2023. The SSAF Committee consists of both staff and students working together. The Committee's role is to oversee, monitor, and advise the Deputy Vice-Chancellor (Education and Students) on how to distribute SSAF funds to student service providers. The Committee also promotes collaboration and knowledge exchange among SSAF recipients to improve the student experience at UTS.

The university pays close attention to student feedback through the Student Satisfaction Survey. For a detailed breakdown of SSAF expenditure according to the 19 allowable categories specified in HESA section 19-38, please see page 5 of the report.

The student organisations and the university's service providers achieved the following in 2023:

- A high number of events were held last year relating to Cultural, Religious and Social Justice Clubs.
- Digital assistance and curriculum integration for careers were given high priority, alongside the existing services, to help students navigate their career options. This led to a notable rise in the number of students who were reached.
- Orientation program and activities that welcomed new and returning students and saw a rise in student participation compared to a prior year.
- Confidential counselling to assist with personal, psychological, study related and administrative challenges. Counselling also offered workshop sessions throughout 2023, covering topics such as exam stress, safety and respect, resilience, and mindfulness.

SSAF Revenue Summary

	2023 Allocation \$ ¹	2023 Actual \$
SSAF Revenue	\$10,467,000	\$10,757,499
SSAF revenue carried forward from 2023	\$0	\$0
Total SSAF funds available for 2023	\$10,467,000	\$10,757,499
SSAF revenue carried over into 2023	\$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)	\$8,889,722	28,318
Part-time ¹ (< 0.75 EFTSL)	\$1,867,777	13,224
Total:		41,542

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 2023. 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 2023 was equal to 0.875.

Student Status	2023 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2023 ⁴
Remote learning/Online only	\$0	0

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.

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	\$1,470,000	\$1,486,454	Yes	5,000
2. Clubs or other associations	\$3,520,000	\$3,485,206	Yes	17,000
a. Sporting	\$	\$1,530,000		
b. Internal student politics	\$	\$0		
c. Gender, sexuality, ethnicity, race, or nationality-based	\$	\$626,806		
d. Areas-of-study related e.g. law	\$	\$571,950		
e. Other activities e.g. music, debate, chess	\$	\$608,850		
f. Other	\$	\$147,600		
3. Employment/career services	\$1,971,000	\$2,000,000	Yes	38,848
4. Legal aid	\$232,000	\$197,982	Yes	308
5. Media	\$354,000	\$354,000	Yes	10,000
6. Study Skills	\$560,000	\$582,883	Yes	1,400
7. Student Advocacy	\$460,000	\$460,000	Yes	550
8. Orientation	\$590,000	\$861,180	Yes	17,178
9. Food & Drink	\$390,000	\$424,794	No	10,000
10. Child Care	\$20,000	\$20,000	No	34
11. Financial Aid	\$75,000	\$60,000	Yes	72
12. Student Spaces	\$680,000	\$680,000	No	20,000
13. Other services / amenities	\$145,000	\$145,000	Yes	2,000
Total	\$10,467,000	\$10,757,499		

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

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
ActivateUTS	53 107 038 684	2. Clubs or other associations	\$4,500,000	42%
UTS Students' Association	59 352 932 539	7. Student Advocacy	\$1,209,000	11%
UTS Child Care Inc	49 179 430 716	10. Child Care	\$20,000	0.2%

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, Prof Kylie Readman, Deputy Vice-Chancellor (Education and Students) of University of Technology Sydney, 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 black ink, appearing to read 'K Readman', with a long horizontal line extending to the right.

Signature of Person making Declaration

Prof Kylie Readman

Full name of Person making Declaration

Deputy Vice-Chancellor (Education and Students)

Position of Person making Declaration

27th June 2024

Date