

# UNSW College

## Student Services and Amenities Fee (SSAF)

### 2024 Allocation Report

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

UNSW College is committed to providing students with exemplary support and development opportunities, and a vibrant campus life. UNSW College ensures that SSAF expenditure complies with s19-38(4) of the Higher Education Support Act 2003 (the Act) through oversight from its Fees and Scholarships Committee. In order to comply with the requirement in the Act for providers to allocate a minimum of 40per cent of SSAF revenue collected to student-led organisations, UNSW College allocates a minimum of 40% of SSAF revenue to Arc@UNSW, a student-led, not-for-profit organisation which provides services to UNSW College to support students across a number of key areas and provides reports on the key activities and initiatives it has delivered using SSAF funding provided by UNSW. These reports are reviewed by the Fees and Scholarships Committee in line with the Act.

UNSW College consults annually with its Student Representative Council to determine students’ priorities for SSAF funding. The views of the SRC are considered by the management of the Fees and Scholarships Committee in deciding the annual allocation of SSAF revenue to different priorities. In 2024 SSAF funding was allocated 58% on to Arc@UNSW for the provision of clubs and activities for students to enhance their sense of belonging to the College, and 42% to Arc@UNSW for the provision of food and drink to students on campus.

## SSAF Revenue Summary

Total SSAF revenue collected:

	2024 Allocation \$	2025 Actual \$
SSAF Revenue	\$91,962	\$91,962
SSAF revenue carried forward from 2023	\$0	\$0
<b>Total SSAF funds available for 2024</b>	<b>\$91,962</b>	<b>\$91,962</b>

SSAF revenue carried over into 2025	\$0	\$0
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<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* (the Act). In **2024** the maximum SSAF was **\$351**.

UNSW College only commenced charging the SSAF to students in its third term of 2024 hence only charged students one-third of the annual maximum of \$351.

Student Status	2024 SSAF charged \$ <sup>2</sup>	Number of students charged in 2024 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$117	786
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$87.75	0
<b>Total:</b>		<b>786</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	2024 SSAF charged \$ <sup>2</sup>	Approx. number of SSAF students remote learning <sup>4</sup>
Remote learning/Online only	\$0	0

<sup>4</sup> 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 2024

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)	2024 Total Allocation \$	2024 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$	\$		
2. Clubs or other associations	\$53,466	\$53,466	Yes, partially	480
a. Sporting	\$	\$	No	
b. Internal student politics	\$	\$	Yes	

c. Gender, sexuality, ethnicity, race, or nationality-based	\$	\$	Yes	
d. Areas-of-study related e.g. law	\$	\$	Yes	
e. Other activities e.g. music, debate, chess	\$	\$	Yes, partially	
f. Other	\$0	\$0	Yes, partially	
3. Accommodation	\$0	\$0	NA	
4. Employment/career services	\$0	\$0	NA	
5. Legal aid	\$0	\$0	NA	
6. Support for financial affairs	\$0	\$0	NA	
7. Other student amenities	\$38,496	\$38,496	No	786
<b>Total</b>	<b>\$91,962</b>	<b>\$91,962</b>		

Organisations, bodies or third-party providers that received SSAF funding in 2024

**1. Allocation of SSAF revenue – non-student-led organisations**

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
			\$	%
		Total SSAF provided to non student-led organisations	\$0	0%

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<sup>1</sup> 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 <sup>2</sup>	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
Arc@UNSW Limited	71 121 239 674	Key Areas: supporting clubs	\$53,466	58%	NA	NA
Arc@UNSW Limited	71 121 239 674	Key Areas: provision of food and drink to students on campus	\$38,496	42%	NA	NA
<b>Total SSAF provided to student-led organisations</b>			\$91,962	100%	NA	NA

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<sup>2</sup> 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 <sup>1</sup>	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
Arc@UNSW Limited	Yes	Yes	Yes	Yes	Yes	NA	NA



## Declaration by Person of Authority

I, Sally Chatterjee, Executive Director, Students of UNSW College, 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.



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Signature of Person making Declaration

Sally Chatterjee

Full name of Person making Declaration

Executive Director, Students

Position of Person making Declaration

24/06/2025

Date