



Contact Officer	University Registrar
Date First Approved	12 February 2019
Approval Authority	University Registrar
Date of Next Review	24 January 2026

**1. PURPOSE AND OBJECTIVES**

Ministerial Guidelines were issued to regulate the use of funds collected as Student Services and Amenities Fees in accordance with the provisions of the *Higher Education Support Act 2003 (HESA)*, the *Higher Education Support (Administration) Guidelines 2022*, and the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022*.

The Student Services and Amenities Fee (SSAF) is a fee that higher education providers can charge their [students](#) for student services and amenities of a non-academic nature such as student advocacy, sporting, and recreational activities, employment and career advice, orientation activities and food services.

The fees collected are then made available for allocation to areas of the University in accordance HESA.

**2. AUDIENCE AND APPLICATION**

Students; University Decision Makers and Administrators who have oversight of SSAF; Bond University Student Association (BUSA) and related Clubs and Societies, Bond University College, Sports Staff.

**3. ROLES AND RESPONSIBILITIES**

<b>Role</b>	<b>Responsibility</b>
University Registrar	<ul style="list-style-type: none"> <li>▪ Chair of the SSAF Committee</li> <li>▪ Overarching responsibility for Compliance</li> </ul>
UMC	<ul style="list-style-type: none"> <li>▪ SSAF Fee approval</li> </ul>
Chief Accountant, Financial Services	<ul style="list-style-type: none"> <li>▪ Report on actual SSAF expenditure for each year at the completion of the budget cycle.</li> <li>▪ Financial accounting oversight for SSAF payments, revenue and expenditure</li> </ul>
<a href="#">SSAF Committee</a>	<ul style="list-style-type: none"> <li>▪ Oversight of SSAF funding.</li> </ul>
Student Business Services	<ul style="list-style-type: none"> <li>▪ Administration of SSAF exemptions and SA-HELP</li> </ul>
BUSA	<ul style="list-style-type: none"> <li>▪ Student Representation on SSAF Committee and Student Consultation Administration</li> </ul>
Director Campus Life - Sporting	<ul style="list-style-type: none"> <li>▪ Financial oversight and related administrative oversight in supporting SSAF Committee and BUSA</li> </ul>

**4. POLICY STATEMENT**

Bond University will publish the amount of the SSAF, the period to which it relates; and provide information on who is required to pay the fee on the website.

The University will publish the information by the 1<sup>st</sup> of October for SSAF that is payable in the following first half year; and the 1<sup>st</sup> of April for SSAF that is payable in the second half year of that year, in accordance with HESA.

**4.1. Student Payment of SSAF**

Bond University enrolled students are required to pay the fee as part of their enrolment, regardless of whether the student chooses to use any of the amenities or services or their level of engagement with these services.

**4.1.1. Students exempt from paying the SSAF**

The following students are exempt from paying SSAF:

- Students in exempt programs (see [Appendix A](#))
- Students on an approved outgoing Exchange
- Students in an online program
- Higher Degree Research (HDR) Students

Individual students may seek an exemption from the fee by making a submission to the University Registrar through the Director, Student Business Services.

Students who are exempt from paying SSAF do not have access to the range of student events, activities and student services offered by BUSA and the [Sports Centre](#). To access these services, exempt students are required

to pay the Student Services and Amenities Fee. Payment can be made online at [bond.edu.au/pay](http://bond.edu.au/pay). Proof of payment is then presented to the Sports Centre.

#### 4.1.2. Payment of SSAF

A Statement of Account is emailed to students via their student bond email address prior to the next semester and are due for payment by Friday of Orientation (O'Week). All payment options are available via [Payment Options](#).

#### 4.1.3. Deferment of SSAF

Australian citizens and holders of an Australian Permanent Humanitarian visa who are enrolled in a [program](#) at Bond University are eligible to defer their Student Services and Amenities Fee through a loan program called SA-HELP. Eligible students must complete the SA-HELP form through eStudent and provide their tax file number by the census date of the semester. There is no administrative loan fee for SA-HELP. Further information can be found at the [Australian Government Study Assist website page](#). The accumulated HELP debt is indexed annually. Repayment arrangements will be the same as other HELP loans.

Students who withdraw from subjects or programs after the census date for that semester will not be eligible for remission of the SA-HELP debt or refunds of fees already paid.

#### 4.2. SSAF Fee calculation

The maximum annual SSAF that can be charged is determined by the Commonwealth Government. Students studying on a part-time basis cannot be charged more than 75% of the maximum amount that students studying on a full-time basis are charged. The maximum fee is indexed each year.

#### 4.3. Allocation of the funding

Each semester the amount of incoming SSAF attributable is calculated and presented to the SSAF Committee for consultation and approval of proposed spending in line with legislative guidelines. Refer Student Services and Amenities Fee (SSAF) Procedures for further details.

##### 4.3.1. Student Consultation

Bond University has a formal process of consultation with students (or student representatives) about the services or activities that the fee will pay for. All Bond University students have the opportunity to provide input into the SSAF consultation process through BUSA and, or more generally through the student feedback and requests for funding applications. BUSA is represented on the SSAF Committee, which meets every semester.

In accordance with Part 3 of the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2000*, Bond University must provide an annual summary about the specific uses of SSAF revenue and the outcome of this consultation (i.e., information on the established priorities, proposed heads of expenditure and projects to be funded in the reporting year. This summary will be included in the annual SSAF Allocation Report that is to be made publicly available on the university SSAF website page (refer 4.4). The annual summary is to be provided by the SSAF Committee.

#### 4.4. Reconciliation and Audit of Accounts

On the completion of each semester, all expenditure is reconciled against proposed spending and balanced by the Student Events Officer in consultation with Financial Services. Unspent funds are returned to the main fund pool for reconsideration of future spending.

In accordance with the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2000*, an annual SSAF Allocation Report must be provided six (6) months after the end of the calendar year and be publicly available.

### 5. DEFINITIONS, TERMS, ACRONYMS

<b>BUSA</b>	Bond University Students Association
<b>Exempt Programs</b>	Programs for which enrolment does not entail payment of Services and Amenities Fees. Generally, those programs which are not delivered on campus or for which time spent on campus is very limited. (see Appendix A) (NB enrolled students in exempt programs may pay a semester Services and Amenities Fee if they wish to access facilities like the Sports Centre, for example.
<b>Program</b>	A combination of subjects which according to degree rules leads to an academic award of the University
<b>Sports Centre</b>	Bond University Sports Centre
<b>SSAF</b>	Student Services Amenities Fee

**SSAF Committee** Formerly constituted committee that meets at the beginning of each semester. The Committee is responsible for all administration functions of the Student Services and Amenities Fee.

**Student** A person who is enrolled in one or more subjects or a research program offered by the University.

## 6. RELATED DOCUMENTS

[Appendix A](#) – SSAF Rates and List of Exempt Programs

[Schedule 1](#) - Student Services and Amenities Fee Committee Terms of Reference and Membership

[Higher Education Support Act 2003 \(HESA Act\)](#)

[Higher Education Support \(Administration\) Guidelines 2022](#)

[Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#)

[Higher Education Administrative Information for Providers](#)

Student Services and Amenities Fee Procedures

Request for SSAF Funding template

## 7. MODIFICATION HISTORY

Date	Sections	Source	Details
24 January 2023		Registrar	Update processes

**1. 2023 SSAF Rates**

Full-time (30 credit points or more in a semester)	\$108.00
Part-time (less than 30 credit points in a semester)	\$ 81.00

**2. Exempt Programs in 2023**

Doctor of Philosophy (by Published Work) (Business)	BN	Active	Doctorate Pub Work
Doctor of Philosophy (Business)	BN	Active	Doctorate Research
Master of Philosophy (Business)	BN	Active	Master Research
Executive Master of Business Administration	BN	Active	Masters Coursework
Bond University - BBT Global Leadership MBA (BN-13124)	BN	Active	Masters Coursework
Graduate Certificate in Global Leadership	BN	Active	Postgraduate Certificate
Executive Graduate Certificate in Leadership	BN	Active	Postgraduate Certificate
Executive Graduate Certificate in Business Administration	BN	Active	Postgraduate Certificate
Bond-BBT Global Leadership MBA (MBA Challenge non-award)	BN	Active	Non-degree
Audit enrolment	BU	Active	Non-assessed
Student for a Semester Program	BU	Active	Non-degree
Doctor of Philosophy - (by Published Work) (School of Health Sciences)	HL	Active	Doctorate by Published Work
Doctor of Philosophy (Faculty of Health Sciences and Medicine)	HL	Active	Doctorate by Research
Professional Doctorate of Occupational Therapy	HL	Active	Professional Doctorate
Master of Philosophy (Faculty of Health Sciences and Medicine)	HL	Active	Master Research
Master of Science by Research (Health Sciences)	HL	Active	Master Research
Doctor of Philosophy - (by Published Work) (FSD)	FSD	Active	Doctorate by Published Work
Doctor of Philosophy (Faculty of Humanities and Social Sciences)	FSD	Active	Doctorate by Research
Doctor of Philosophy (School of Sustainable Development)	FSD	Active	Doctorate by Research
Doctor of Philosophy (Architecture)	FSD	Active	Doctorate by Research
Master of Arts (by Research)	FSD	Active	Master Research
Master of Philosophy (Faculty of Humanities and Social Sciences)	FSD	Active	Master Research
Master of Philosophy (School of Sustainable Development)	FSD	Active	Master Research
Master of Philosophy (Architecture)	FSD	Active	Master Research
Master of Arts (TESOL) (online)	FSD	Active	Masters Coursework
Graduate Certificate in TESOL (Online)	FSD	Active	Postgraduate Certificate
Graduate Certificate in International Relations (Online)	FSD	Active	Postgraduate Certificate
Doctor of Philosophy - (by Published Work) (Faculty of Law)	LA	Active	Doctorate by Published Work
Doctor of Philosophy (Faculty of Law)	LA	Active	Doctorate by Research
Doctor of Legal Science (Research)	LA	Active	Doctorate by Research
Master of Laws (by Research)	LA	Active	Master Research
Master of Laws in International Commercial Law (Online)	LA	Active	Masters Coursework
Graduate Diploma in Legal Practice (ONLINE)	LA	Active	Postgraduate Diploma

Distributable areas for consideration of spending approval are:

Sports Centre  
Bond University College  
BUSA

Allowable expenditure areas governed by the SSAF Committee.

Summarised	
Food and Drink	Debating
Sporting & Recreational Activities	Libraries & Reading spaces
Club administration	Artistic Activities
Childcare	Printing & Marketing (student media)
Legal Services	Study Skills
Health & Welfare	Educational Assistance
Accommodation	Advocacy
Careers & Employment	Orientation Assistance
Financial Affairs	Overseas student assistance
Insurance	

**STUDENT SERVICES AND AMENITIES FEE COMMITTEE (SSAF)  
MEMBERSHIP AND TERMS OF REFERENCE**

**Overview**

Ministerial Guidelines were issued to regulate the use of funds collected as Student Services and Amenities Fees in accordance with the provisions of the *Higher Education Support Act 2003 (HESA Act)*, the *Higher Education Support (Administration) Guidelines 2022*, and the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022*.

Student Services and Amenities Fee (SSAF) is a compulsory fee that higher education providers charge students for student services and amenities of a non-academic nature such as student advocacy, sporting, and recreational activities, employment and career advice, orientation activities and food services.

The fees collected are made available for allocation to areas of the University in accordance with the provisions of the Legislations allowable revenue expenditure guidelines.

The University Management Committee established the Student Services and Amenities Fee (SSAF) Committee to provide reports/and or advice to UMC and VPO pertaining to SSAF.

**Terms of Reference**

The Student Services and Amenities Fee (SSAF) Committee’s functions and responsibilities are to:

1. Monitor, evaluate and recommend the distribution of SSAF funds to UMC and VPO in accordance with the [Higher Education Support \(Student Services, Amenities, Representation and Advocacy\) Guidelines 2022](#).
2. Develop and maintain SSAF priorities, objectives and projects with a communication plan, against which to measure and improve ongoing performance identifying what steps were taken to ensure t SSAF revenue is expended in accordance with subsection 19-38(4) of the *Higher Education Support Act 2003 (HESA)*.
3. Monitor progress and report the benefits SSAF funding achieved for students in the reported year to UMC and VPO.
4. Monitor SSAF student consultation process and provide an annual summary on the consultation undertaken with students about the specific uses of SSAF revenue (i.e., information on the established priorities, proposed heads of expenditure and projects to be funded in the reporting year) as required by Part 3 of the *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022*. This summary will be included in the annual SSAF Allocation Report and is made publicly available on the University SSAF web page.
5. Conduct an annually self-assessment of Bond University’s compliance with legislative instruments related to SSAF and identify and address any areas of deficiency or non-compliance.

**Membership**

Nominated members serve for a term of three (3) years and student representatives serve a term of one (1) year.

The Committee reserves the right to co-opt staff for their expertise onto sub-committees.

The Committee will meet once per semester and will provide a copy of the Minutes to relevant parties.

Version Approval:

UMC Approval (Version 1)	New Committee ToR	



**BOND  
UNIVERSITY**

**STUDENT SERVICES AND  
AMENITIES FEE (SSAF)  
COMMITTEE  
Membership**

<b>Name</b>	<b>Position</b>	<b>Start Date</b>	<b>End Date</b>
Ms Louise BATCHELOR (Chair)	University Registrar	N/A	N/A
Mr Anthony SPEGEL	Director of Campus Life	N/A	N/A
Ms Candice HOLANI	Director of Bond University College or nominee	N/A	N/A
Ms Fiona HAMWOOD	Sports Centre Manager	N/A	N/A
Vacant	Club and Sports Coordinator	N/A	N/A
Ms Alara SLATTERY	BUSA President	10/22	9/23
Mr Lachlan DALTON	BUSA Treasurer	10/22	9/23
Ms Justine EBENREUTER	Professional Staff delegate nominated by the Chair	NA	2/23
Ms Alison BISHOP (Member and Secretary)	Student Events Officer		