

Bond University

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

The SSAF Committee

Bond University has a specially formed committee responsible for overseeing spending priorities and ensuring the consultation process is equitable and transparent. The Student Services and Amenities Fee Committee meet at the beginning of each trimester to review submissions of proposed spending, projects and distributions to student clubs and societies. The SSAF Committee is made up of equal representation from the overarching Bond University Student Association, internal department recipients, general staff members and Department heads (Chair and Vice Chair).

Bond University Student Association

Bond University Student Association (BUSA) is an independent incorporated association governing all the student clubs on campus and representing the voice of the student cohort. Its executive committee represents all students with specific directorships responsible for International, Postgraduate and First Nation students. Further representation covers specific areas of Wellness, Inclusion, Advocacy, Sport, Social activities and Club support and guidance.

Each semester, BUSA liaises closely with up to one hundred student clubs and takes requests for SSAF allocation to support the wide variety of events and club activities that make up life on campus. This is an in-depth consultative process with the student bodies and also includes submissions from individual students into its proposal for the upcoming semester's funding priorities and longer-term projects.

Previous semester outcomes

Bond University manages the receipt and distribution of SSAF funds on a semesterly basis. It has strict governance on SSAF expenditure and undergoes a significant reconciliation process prior to the SSAF Committee meeting each semester. Actual spending is reviewed and balanced accordingly via a budgeting system to ensure all expenses are in line with initial in-advance proposals. Each SSAF allocation recipient is required to report to the committee on previous semester outcomes, noting any spending that did not eventuate. Unspent balances for most areas are returned to a general pool for redistribution the following semester.

Student clubs

Student clubs at Bond University encompass and support the diversity of student life on campus. With up to one hundred active clubs each semester, SSAF funding is the foundation for a significant portion of student club events and activities. Executive members of each club are well versed in the appropriate use of funding in line with legislative compliance and follow a structured online system when submitting budget requests. Clubs are encouraged to focus their activities on areas that support the student cohort in line with allowable expenditure parameters and contribute to the greater good of university life.

2023 in review

During the course of 2023, the allocation of funds to key activities to bring together our community has been a key driver, along with an increased focus on our Orientation program to provide incoming students the best possible introduction to their new University.

The Bond University Student Association committed to develop and enhance their leadership skills through dedicated training supported by SSAF.

Some of the key projects funded during the 2023 year included:

- Support and training for the BUSA committee to advance management and personal development skills to assist in operation of the committee and association.
- Support for the Indigenous team attending the Uni Nationals competition
- Purchased commercial barbecues for the use by clubs and societies to bring together the community over a shared meal and opportunity to connect and bond.
- Support for students competing at the University Nationals through supply of Uniform kit for our team competing in multiple sports in what were again highly successful games.

Other spending outcomes included the continued support of the Bond University Sports Centre facility which proudly saw over 100,000 student attendances during the 2023 year out of a maximum student population of 4400. The student clubs and student association continued to receive the majority portion all incoming SSAF and has the continued focus and support of the SSAF committee to foster and enhance the connection of student community.

SSAF Revenue Summary

	2023 Allocation \$ ¹	2023 Actual \$
SSAF Revenue	1,024,200	1,054,080
SSAF revenue carried forward from 2022	860,915	858,084
Total SSAF funds available for 2023	1,885,115	1,912,164
SSAF revenue carried over into 2024	1,001,507	1,001,507

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

Student Status	2023 SSAF charged ²	Number of students charged 2023 ³
Full-time ¹ (> 0.75 EFTSL)	\$324	3069
Part-time ¹ (< 0.75 EFTSL)	\$243	1588
Total:		4657

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 [insert reported year] 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 2023 ⁴
Remote learning/Online only	NA	\$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	316,200	316,200	No	3153
2. Clubs or other associations	659,563	553,383		
a. Sporting	157,834	183,248	No	
b. Internal student politics	13,615	22,887	No	
c. Gender, sexuality, ethnicity, race, or nationality-based	31,127	16,409	No	
d. Areas-of-study related e.g. law	169,645	126,873	Yes	
e. Other activities e.g. music, debate, chess	12,346	1,856	No	
f. Other – Community, Philanthropic	12,095	1,689	No	
g. Other – Social	262,901	200,421	No	
3. Employment/career services	-	8,489	Yes	
4. Legal aid	-	-		
5. Other – Orientation & Induction	-	20,000	Yes	739
6. Other – Capital expenses & special projects	190,343	12,585	No	
Total	1,166,106	910,657		

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
Bond University Student Association	58 810 177 092	Key Area 2	\$551,564	47%

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, Louise Batchelor, Registrar of Bond University, 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

Louise Batchelor

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Full name of Person making Declaration

University Registrar

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Position of Person making Declaration

28 June 2024

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Date