

# Bond University Ltd

## Student Services and Amenities Fee (SSAF)

### 2024 Allocation Report

## Introduction

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

### Consultation

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#### The SSAF Committee

Bond University has a longstanding committee which governs the SSAF consultation process and ensures the spending of received funds is equitable and transparent.

The Student Services and Amenities Fee Committee meets at the end of each trimester to a) ensure past spending priorities have met the proposed objectives and b) to formulate and approve expenditure for the semester ahead, including distributions to the student associations, clubs and societies.

The SSAF Committee is made up of equal representation from the overarching student body 'Bond University Student Association' (BUSAs) and Bond staff members. The committee's structure and governance parameters are determined by the Committee Terms of Reference and are approved by the University Registrar. Student and staff committee representatives are headed by the Director of Campus Life and the President of Bond University Student Association respectively. *Refer Figure 1-SSAF Committee structure*

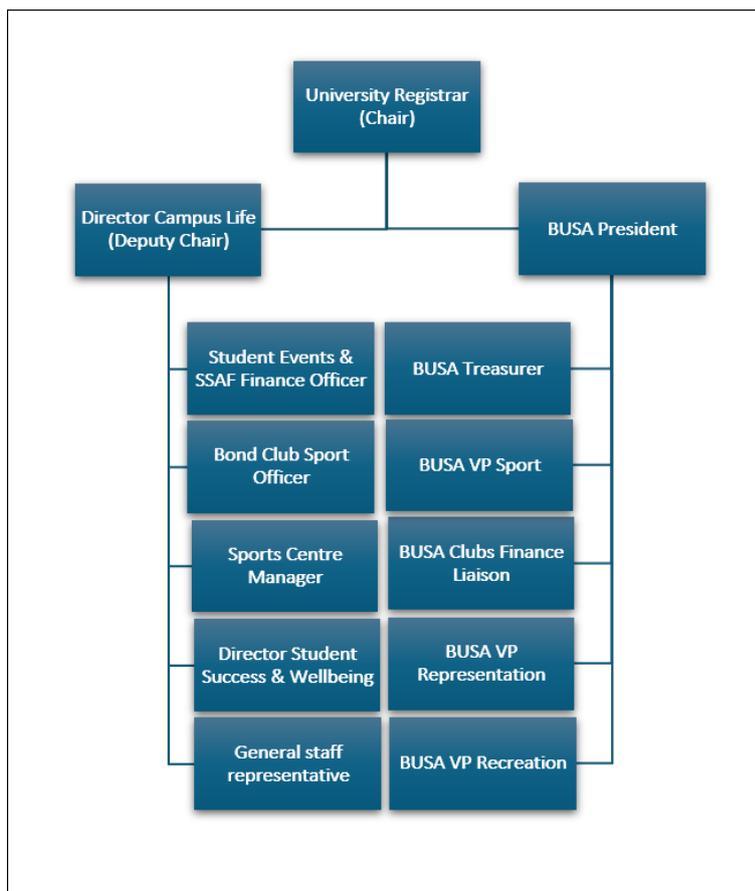


Figure 1- SSAF Committee structure

## Bond University Student Association (BUSA)

Bond University Student Association (BUSA) is an independent incorporated association governing all student clubs on campus and representing the voice of the student body. Its executive committee portfolios are targeted to ensure all students are well supported and represented during their time at university.

Six student positions are held on the SSAF Committee by BUSA representatives. These positions are chosen for the specific responsibilities under their portfolios to ensure equal and fair decision making in the distribution and expenditure of SSAF. *Refer Figure 1- SSAF Committee structure*

## Spending priorities

Each semester, all incoming SSAF is prioritised towards students and their experience, activities and welfare while at Bond. A standardised format is followed, varying only slightly depending on special projects and initiatives that may arise each year.

These priorities in order of majority allocation are:

- a) BUSA – including all affiliated bodies (student clubs) and University Games
- b) Health and Wellness – including Sports Centre facilities
- c) Orientation
- d) Special projects

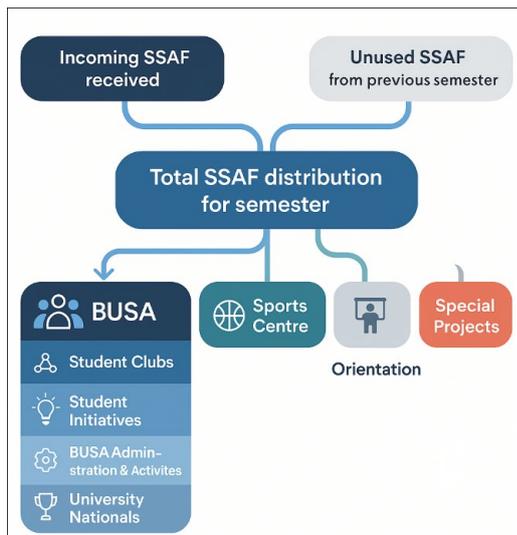


Figure 2- Diagram showing distribution of SSAF per semester

### BUS A and Affiliated bodies

The majority of incoming SSAF each semester is allocated directly to the student association (BUS A), typically amounting to approximately 50–60% of the total SSAF collected across the calendar year. BUS A is responsible for distributing these funds to its affiliated bodies being student clubs and societies.

Roughly half of BUS A’s allocation is provided as a semesterly budget allowance to these affiliated groups. This funding is managed through a reimbursement process that maintains legislative spending requirements.

### Health and Wellness

Sport, health and fitness are integral to the student experience at Bond. SSAF funding supports this by ensuring students have free membership to the sports centre and associated facilities.

It also contributes to:

- Funding for student sports clubs and activities
- Subsidies for external competition participation
- Support for events such as the University National Games

These initiatives promote physical wellbeing, foster community engagement, and enhance the overall student experience.

### Orientation

SSAF supports the orientation process to welcome new students into the university experience and provides an immersive array of both social and informative events to assist with the introduction to campus life.

## Special Projects and Initiatives

Bond University and BUSA collaborate on special projects and initiatives designed to enhance the student experience. These initiatives typically focus on areas of legislated SSAF funding that remain unallocated during the initial budgeting process.

### Examples of such projects include:

- Upgrades to club sporting facilities and equipment
- Wellness and mental health initiatives
- Community engagement and sustainability programs

## Funding Request Process

- All requests must be submitted in writing.
- Proposals are reviewed by the SSAF Committee.
- Approval is granted following a majority vote by the committee.

## Assessment Criteria

When evaluating proposals, the SSAF Committee considers:

1. Student reach - The number of students who will directly benefit from the project.
2. Health and welfare impact - The project's relevance to the physical, mental, or emotional wellbeing of students.
3. Social responsibility - The initiative's contribution to fostering a responsible and inclusive student community.
4. Campus experience enhancement - The overall improvement the project brings to student life on campus.

## Governance and compliance

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The distribution and allocation of SSAF funds each trimester is strictly governed to ensure all spending—both direct and through affiliated bodies—complies with subsection 19-38(4) of the Higher Education Support Act 2003 (the Act).

Bond University has established longstanding processes to ensure that all spending outcomes are reviewed by University financial delegates who are well-versed in compliance protocols. This oversight ensures that all expenditures remain within the legislated guidelines.

Affiliated bodies operate under clearly communicated protocols established by both the University and BUSA. These protocols are designed to ensure that all funds are used appropriately and within the expected parameters.

## Reporting and Reconciliation

Each SSAF allocation recipient is required to report to the SSAF Committee on the following:

- Previous semester outcomes, including any allocated funds that were not expended
- Future spending proposals, covering both standard allocations and any special funding requests

A full reconciliation of the SSAF budgeting system is conducted at the end of each semester to further ensure transparency, accountability, and compliance.

## 2024 highlights

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In 2024, SSAF funding remained focused on initiatives that strengthen the Bond University student community and support the wellbeing of all students throughout their academic journey. A significant portion of funding continued to be directed to the student-led association (BUSA) and its affiliated bodies, reinforcing their role in fostering student engagement and community connection.

The Bond University Sports Centre once again recorded over 100,000 student attendances during the academic year. SSAF contributions supported equipment upgrades and expanded the range of fitness and relaxation classes.

Each trimester, up to 80 student clubs—spanning social, cultural, academic, religious, sporting, and recreational interests—received support to deliver inclusive and enriching experiences for the student body.

### Additional SSAF-Supported Initiatives in 2024

- Enhanced investment in Orientation programs and activities to support new students
- Support for respect, diversity, and inclusion initiatives across campus
- Provision of a 24-hour student support line to ensure round-the-clock wellbeing assistance
- Continued support for University Nationals representation, enabling students to compete at a national level
- Refurbishment of recreational and ‘unwind’ areas to promote relaxation and social connection
- Investment in student-focused digital platforms and apps to improve the online student experience
- Installation of women’s health vending machines, supporting accessible and inclusive health resources

## SSAF Revenue Summary

|  | 2024<br>Allocation \$ <sup>1</sup> | 2024<br>Actual \$ |
|--|------------------------------------|-------------------|
| SSAF revenue                           | \$ 1,200,000                       | \$ 1,249,625      |
| SSAF revenue carried forward from 2023 | \$ 1,001,507                       | \$ 1,001,507      |
| Total SSAF funds available for 2024    | \$ 2,201,507                       | \$ 2,251,132      |
| SSAF revenue carried over into 2025    | \$ 1,111,694                       | \$ 1,111,694      |

<sup>1</sup> Note: 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 **\$351.00**.

| 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) | \$351                             | 4,250   |
| Part-time <sup>1</sup> (< 0.75 EFTSL) | \$261                             | 703   |
|                                       |                                   | Total: 4,953                                    |

<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 2024. For example, where 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 2024 as the total EFTSL they undertook in 2024 was equal to 0.875.

| Student Status              | 2024 SSAF charged \$ <sup>2</sup> | Approximate number of SSAF students remote learning 2024 <sup>4</sup> |
|-----------------------------|-----------------------------------|---|
| Remote learning/Online only | n/a                               | 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<br>(reporting against these are mandatory)         | 2024 Total Allocation<br>\$ | 2024 Total Actual Spend<br>\$ | Are services available online? | Estimated No. of students accessing services |
|---|-----------------------------|-------------------------------|--------------------------------|--|
| 1. Health Services  |                             |                               |                                |  |
| a. Sports Centre  | 300,000                     | 304,000                       | No                             | 4953   |
| b. Wellness, wellbeing & medical                            |                             | 187,030                       | Yes                            |  |
| 2. Clubs or other associations                              |                             |                               |                                | 4953   |
| a. Sporting   | 187,000                     | 158,338                       | No                             |  |
| b. Internal student politics – Administration               | 56,500                      | 16,064                        | No                             |  |
| c. Gender, sexuality, ethnicity, race, or nationality-based | 38,000                      | 19,285                        | No                             |  |
| d. Areas-of-study related e.g. law                          | 207,250                     | 140,647                       | No                             |  |
| e. Other activities e.g. music, debate, chess               | 13,250                      | 4,319                         | No                             |  |
| f. Other – Community, philanthropic                         | 39,000                      | 62,506                        | No                             |  |
| g. Other – Social   | 195,000                     | 149,085                       | No                             |  |
| 3. Accommodation  | \$                          | \$                            |                                |  |
| 4. Employment/career services                               | \$                          | \$                            |                                |  |
| 5. Legal aid  | \$                          | \$                            |                                |  |
| 6. Support for financial affairs                            | \$                          | \$                            |                                |  |
| 7. Other - Orientation & induction                          | 60,000                      | 94,455                        | Yes                            | 2315   |
| 8. Other – Projects & Initiatives                           | 0                           | 3,710                         | No                             |  |
| <b>Total</b>  | <b>\$1,096,000</b>          | <b>\$1,139,440</b>            |                                |  |

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

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<br>\$ | % of total SSAF revenue collected by the Provider |
|--|----------------------------------|--------------------|---|---|
| Nil to report  |                                  |                    | \$  | %   |
|  |                                  |                    | \$  | %   |
| Total SSAF provided to non-student-led organisations |                                  |                    | \$  | %   |

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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.

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 |
|--|----------------------------------|--|--|--|---|----------------------------|
| Bond University Student Association Incorporated | 58 810 177 092                   | Key Area 2                                       | \$ 736,000                             | 59 %   | n/a   | n/a                        |
|  |                                  | Total SSAF provided to student-led organisations | \$ 736,000                             | 59 %   | n/a   | n/a                        |

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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.

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 |
|--|----------------------|--------------------------------|--------------|------------------|---|---|----------------------------|
| Bond University Student Association Incorporated | Yes                  | Yes                            | Yes          | Yes              | Yes   | n/a   | n/a                        |