

Bond University Ltd

Student Services and Amenities Fee (SSAF)

2025 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

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) 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' (BUSA) 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*

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. Student led organisations and affiliated bodies
- b. Health & Wellness – including Sports Centre facilities
- c. Orientation
- d. Special projects

Student Organisation and Affiliated bodies

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

societies. Approximately 50% of the student-led organisation allocation is provided as a semesterly budget allowance to these affiliated groups. This 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

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 well-established 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.

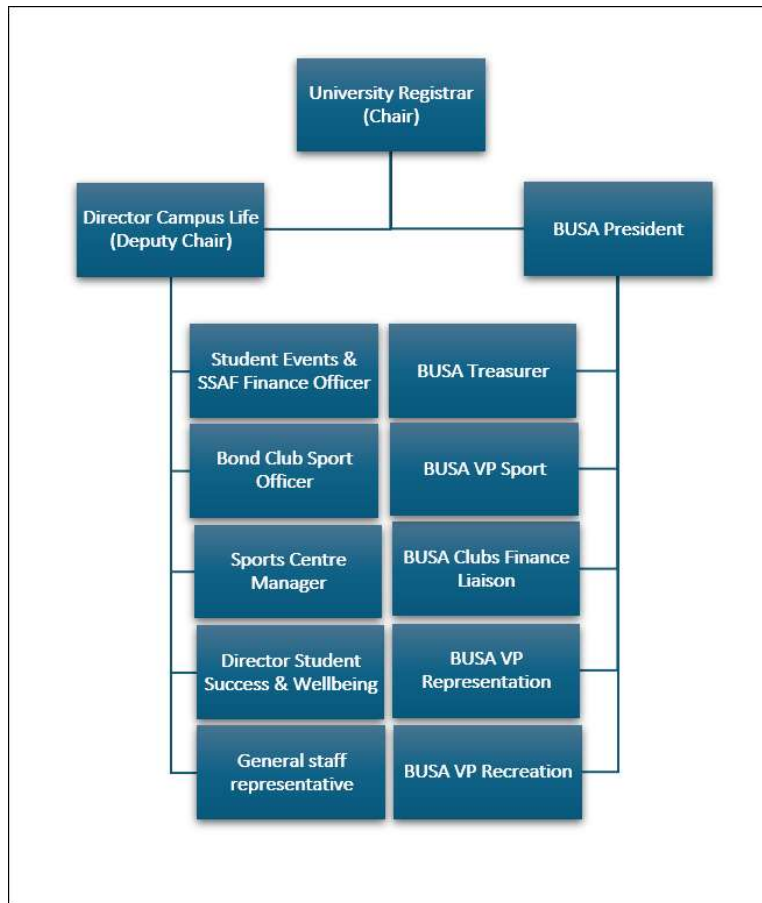


Figure 1- SSAF Committee structure

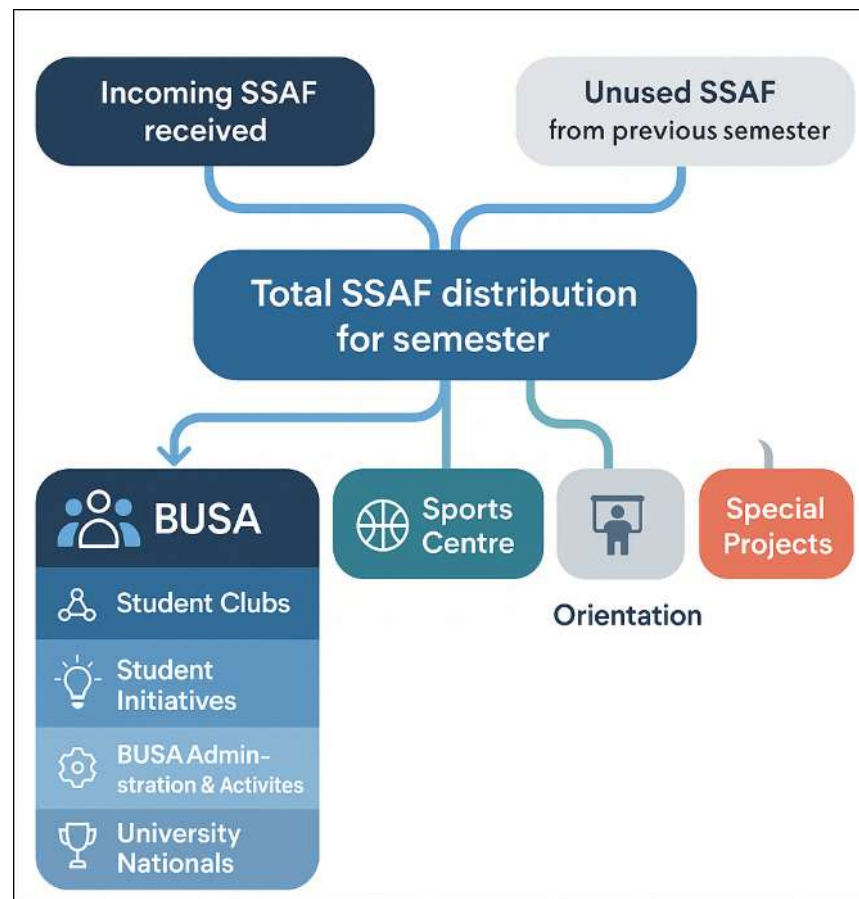


Diagram showing distribution of SSAF per semester

2025 highlights

The 2025 academic year saw the continued provision of essential services dedicated to the betterment of the student cohort. Funding remained secured for the Bond University Sports Centre, supporting fitness classes, gym equipment upgrades, and health and wellness consultations. All SSAF-paying students continued to receive free access to all health and fitness resources.

Student associations and clubs again received the majority of SSAF funding, helping to support and promote over 1,000 student club events and activities throughout the calendar year. These efforts improve campus life and student engagement to enrich the overall university experience. Consistent with prior periods, a significant proportion of funding was allocated to the overarching association, BUSA, enabling a wide array of services and initiatives that amplify the student voice and promote a cohesive, supportive campus community.

The 24-hour student crisis support hotline remained a crucial investment in the care, wellbeing, and protection of the student body. In addition, specialised training was provided for Res-Fellows to ensure continued safety and dedicated support within student accommodation areas.

New Projects and Supported Initiatives 2025

- **Entertainment Equipment Upgrade:** Upgraded and improved entertainment facilities in the student bar, including new pool tables, a dedicated dartboard competition area, air hockey, foosball, and table tennis tables.
- **Student Music Room Refurbishment:** Upgrades to the student music room and refreshed musical equipment to the value of over \$10,000.
- **Residential Leader Training:** Provision of comprehensive training for student Res-Fellows focusing on student wellness, consent, and campus safety.
- **Orientation Welcome:** Funded welcome gifts for new students during Orientation week to foster an early sense of community.

Continuing SSAF-Supported Projects and Initiatives 2025

- **24-Hour Crisis Support Hotline:** Continued provision of the 24-hour crisis support hotline to ensure round-the-clock, immediate assistance for students in need.
- **University Nationals Support:** Continued financial backing for University Nationals representation, enabling student-athletes to compete at a national level in team sporting events.
- **Inclusive Health Resources:** Continued provision and stocking of women's health vending machines, supporting accessible and inclusive health resources across campus.
- **Orientation:** Continued investment in orientation programs and activities to support new students arriving on campus.

Looking ahead, the allocation of SSAF funds will remain strictly focused on enhancing the student experience, championing campus inclusivity, and safeguarding student wellbeing. By maintaining transparent stewardship and working in close consultation with the main student association, Bond University is committed to ensuring that every dollar invested directly serves to protect and support our student community.

SSAF Revenue Summary

	2025 Allocation \$ ¹	2025 Actual \$
SSAF revenue	\$ 1,110,000	\$ 1,324,597
SSAF revenue carried forward from 2024	\$ 1,111,694	\$ 1,111,694
Total SSAF funds available for 2025	\$ 2,221,694	\$ 2,436,291
SSAF revenue carried over into 2026	\$ 1,204,347	\$ 1,204,347

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* (the Act). In 2025 the maximum SSAF was \$365.

Student Status	2025 SSAF charged \$ ²	Number of students charged in 2025 ³
Full-time ¹ (> 0.75 EFTSL)	\$365.00	4,417

Part-time ¹ (< 0.75 EFTSL)	\$273.75	692
		Total: 5,109

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 2025. 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 2025 as the total EFTSL they undertook in 2025 was equal to 0.875.

Student Status	2025 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2025 ⁴
Remote learning/Online only	N/A	0

⁴ 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 2025

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)	2025 Total Allocation \$	2025 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$502,157	\$527,357	Yes	5109
2. Clubs or other associations	\$750,000	\$622,458	No	5109
a. Sporting	\$190,500	\$199,581	No	
b. Internal student politics	\$45,750	\$21,388	No	
c. Gender, sexuality, ethnicity, race, or nationality-based	\$47,000	\$30,118	No	
d. Areas-of-study related e.g. law	\$208,750	\$128,073	No	
e. Other activities e.g. music, debate, chess	\$3,750	\$2,473	No	
f. Other – Community Philanthropic	\$80,500	\$97,624	No	
g. Other – Social	\$173,750	\$143,201	No	
3. Accommodation	\$0	\$0	N/A	

4. Employment/career services	\$0	\$0	N/A	
5. Legal aid	\$0	\$0	N/A	
6. Support for financial affairs	\$0	\$0	N/A	
7. Other Orientation & Induction	\$60,000	\$60,000	Yes	2747
8. Other – Projects & Initiatives	\$30,000	\$22,129	No	
Total	\$1,342,157	\$1,231,944		

Organisations, bodies or third-party providers that received SSAF funding in 2025

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

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

¹ 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 ²	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
<i>Bond University Student Association Incorporated</i>	58 810 177 092	Key Area 2	\$750,000	52%	N/A	N/A
		Total SSAF provided to student-led organisations	\$750,000	52%		

² 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 ¹	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
<i>Bond University Student Association Incorporated</i>	Yes	Yes	Yes	Yes	Yes	N/A	N/A

Declaration by Person of Authority

I, Brenda Marshall, University Registrar of Bond University Ltd, 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.

A handwritten signature in cursive script, appearing to read 'B. Marshall', is written above a horizontal dotted line.

Signature of Person making Declaration

Brenda Marshall

Full name of Person making Declaration

University Registrar

Position of Person making Declaration

29 June 2026

Date