



Edith Cowan 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

Consultation

Under the *Edith Cowan University Act 1984* (WA), at least 50% of annual Student Services and Amenities Fees (SSAF) income must be provided to the ECU Student Guild. On 30 March 2023, the University, the Student Guild and elected Student Members of University Council met to agree the allocation of funding from the SSAF. Prior to this, draft priorities for expenditure of the SSAF funding were published on the student intranet and ECU Student Guild platforms for student feedback, to help inform the effective application of the funding.

Student feedback collected in 2021 via the biennial 'Student Services and Facilities Evaluation' was also considered by the University in identifying the draft priorities for SSAF expenditure.

The following allocations as proposed by the University and the Student Guild, were endorsed by the Vice-Chancellor on 6 April 2023 and approved by the University Council on 4 May 2023:

providing food or drink to students on a campus of the higher education provider	2.9%
supporting a sporting or other recreational activity by students	19.1%
supporting the administration of a club most of whose members are students	11.1%
caring for children of Students	0.6%
promoting the health or welfare of students	12.1%
helping students obtain employment or advice on careers	19.7%
helping students with their financial affairs	4.0%
supporting the production and dissemination to students of media whose content is provided by students	1.9%
helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled	15.6%
advising on matters arising under the higher education provider's rules	2.8%
advocating students' interests in matters arising under the higher education provider's rules (however described)	5.2%
giving students information to help them in their orientation	6.3%
Total¹	101.30%

¹ The Guild's bids exceeded their projected SSAF allocation of \$2M by \$55,634. Any shortfall was to be funded by the Guild's reserves.

Compliance

ECU's Finance and Business Services Centre monitors the University's allocation and expenditure of SSAF revenue and provides quarterly reports.

The allocation of 50% of SSAF income to the ECU Student Guild is formalised under a Fees Allocation Deed. In compliance with this Deed, the Student Guild provides quarterly financial reports detailing their expenditure of SSAF income and a

written report detailing their compliance with key performance indicators. The financial reports are provided to the ECU Resources Committee, a subcommittee of the University's Council.

These processes ensure that SSAF income is expended in accordance with subsection 19-38(4) of the *Higher Education Support Act 2003* (Cth).

Achievements and Highlights funded by SSAF in 2023

Some of the SSAF funded activities and services delivered by the **ECU Student Guild** include:

- A broad range of free or low-cost events including the Guild fairs, Multicultural Festival, Guild Ball, cultural dinners and weekly 'Chillout' sessions
- The Guild Bookshop which benefited approximately 500 students through the sale of discounted second-hand books and book buybacks
- A Guild Advisory Service provided financial, academic and welfare support to over 1,375 students

The SSAF also supported the following activities and services provided by the **University** in 2023:

- Vibrant and informative Orientation Week events to support the transition of new students and foster a sense of belonging
- Careers and Employability services including advisory resources, workshops, careers and industry events and mentoring programs
- The ECU VolunteerHub which assists students to secure local, national and global volunteering opportunities
- Support to prepare nursing students for their clinical placements
- A Learning Support project run by ECU's Centre for Learning and Teaching providing face-to-face and online support for academic skills development and assistance with assessments
- Sponsorship of students completing in intervarsity sporting events, in addition to free local student sports and recreation events

SSAF Revenue Summary

The following table sets out 2023 allocated and actual SSAF revenue. This includes any SSAF funds carried forward from the previous reported year and any SSAF funds carried over to the next reporting year.

	2023 Allocation \$ ¹	2023 Actual \$*
SSAF Revenue	\$4,000,000	\$3,730,360
SSAF revenue carried forward from 2022	\$0	\$0
Total SSAF funds available for 2023	\$4,000,000	\$3,730,360
SSAF revenue carried over into 2023	\$0	\$0

¹ Allocation refers to the SSAF funds expected to be received in the reported year (i.e., budgeted SSAF revenue).

*Actual Includes prior year adjustments

SSAF Charge Summary

The student services and amenities fee 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 2023 the maximum SSAF was \$326.

The following table sets out the SSAF amounts which were charged in 2023 and the number of students being charged these fees.

Student Status	2023 SSAF charged \$ ²	Number of students charged in 2023 ³	
Full-time ¹ (> 0.75 EFTSL)	\$326.00	5759	
Part-time ¹ (< 0.75 EFTSL)	\$163.00	1305	
		Total:	7064

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.

The following table details the approximate number of students studying online in 2023 and the SSAF amount charged to these students.

Student Status	2023 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2023 ⁴	
Remote learning/Online only	\$97.80 (full time)	3460	
Remote learning/Online only - Accelerated	\$117.36 (full time)	616	
		Total:	4076

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. Please note, due to the limitations of our information systems, the above data may be approximate.

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.

The table below sets out the key areas of SSAF funding allocation and actual expenditure for 2023.

Expenditure categories (HESA 19-38(4))		2023 Total Allocation \$	2023 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
(a)	providing food or drink to students on a campus of the higher education provider	113,147	117,969	No	25,450
(b)	supporting a sporting or other recreational activity by students	752,102	715,939	No	19,500
(c)	supporting the administration of a club most of whose members are students	431,903	332,967	No	39 clubs affiliated
Sporting			106,608		
Internal student politics			0		
Gender, sexuality, ethnicity, race or nationality-based			109,775		
Areas-of-study related e.g. law			63,372		
Other activities e.g. music, debate, chess			53,213		
Other			0		
(d)	caring for children of Students	23,687	48,963	No	29
(f)	promoting the health or welfare of students	478,348	559,904	Yes	1,650
(h)	helping students obtain employment or advice on careers	788,196	788,196	Yes	14,750
(i)	helping students with their financial affairs	155,397	119,421	Yes	700

(n)	supporting the production and dissemination to students of media whose content is provided by students	74,500	52,701	Yes	28,000
(o)	helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled	621,031	477,631	Yes	4,724
(p)	advising on matters arising under the higher education provider's rules	112,728	112,728	Yes	220
(q)	advocating students' interests in matters arising under the higher education provider's rules (however described)	202,742	186,002	Yes	1,278
(r)	giving students information to help them in their orientation	246,219	217,941	Yes	11,930
TOTAL		4,000,000	3,730,360		

Organisations, bodies or third-party providers that received SSAF funding in 2023

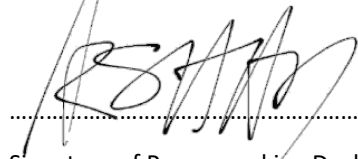
The table below provides the organisations, bodies or third-party providers associated with the key areas listed above that received SSAF funding in 2023.

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
Edith Cowan University Student Guild	87 081 487 187	Multiple Areas - student engagement and support programs	\$1,865,180	50%

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, Professor Arshad Omari, Senior Deputy Vice-Chancellor of Edith Cowan 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.

A handwritten signature in black ink, appearing to read 'Arshad Omari', is written over a horizontal dotted line.

Signature of Person making Declaration

Professor Arshad Omari

Senior Deputy Vice-Chancellor

28 June 2024