

# Whitehouse Institute of Design, Australia

## Student Services and Amenities Fee (SSAF)

### FY2022 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

During 2021, the Institute consulted widely with internal students, elected student representatives, individual students and on-campus providers of services to students to identify priorities for the use of SSAF revenue in 2022.

Student Representative Council constituted a major consultation mechanism. There were four council meetings during 2021 to provide comprehensive feedback and inform 2022 priorities. The Institute has a formal consultation process with students and their representative body to identify priorities for the allocation of funds generated by the students' services and amenities fee.

The Institute budgeted for SSAF revenue of \$80,000 in 2022, which was allocated against the major expense categories below:

- Employment & Careers 15-20%
- Food & drink 15-20%
- Minor amenities 10%
- Unallocated fund for student retreat space on campus (sinking funds) 50%

## SSAF Revenue Summary

	FY2022 Allocation \$ <sup>1</sup>	FY2022 Actual \$
SSAF Revenue	\$80,000	\$87,590
SSAF revenue carried forward from [insert previous reported year]	\$20,293	\$20,293
<b>Total SSAF funds available for FY2022</b>	<b>\$100,293</b>	<b>\$107,883</b>
SSAF revenue carried over into FY2023	\$80,000	\$80,771

<sup>1</sup> 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 FY 2022 the maximum SSAF was \$315.

Student Status	FY2022 SSAF charged \$ <sup>2</sup>	Number of students charged in FY2022 <sup>3</sup>
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$315	163
Full-time <sup>1</sup> (> 0.75 EFTSL)	\$312	84
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$157.50	54
Part-time <sup>1</sup> (< 0.75 EFTSL)	\$156	29
		<b>Total: 330</b>

<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 FY2022. 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 FY2022 as the total EFTSL they undertook in FY2022 was equal to 0.875.

Student Status	FY2022 SSAF charged \$ <sup>2</sup>	Approx. number of SSAF students remote learning FY2022 <sup>4</sup>
Remote learning/Online only	nil	nil

<sup>4</sup> 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	[Year] Total Allocation \$	[Year] Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$500	\$55	no	55
2. Clubs or other associations	\$	\$	no	
a. Sporting	\$	\$	no	
b. Internal student politics	\$	\$	no	
c. Gender, sexuality, ethnicity, race, or nationality-based	\$	\$	no	
d. Areas-of-study related e.g. law	\$	\$	no	
e. Other activities e.g. music, debate, chess	\$	\$	no	
f. Other	\$3,500	\$1,307	no	330
3. Employment/career services	\$16,000	\$10,628	no	150
4. Legal aid	\$	\$	no	
5. Other student amenities	\$4,000	\$2,300	no	100
6. Food or drink on campus	\$16,000	\$12,821	no	330
<b>Total</b>	<b>\$40,000</b>	<b>\$27,111</b>		

Organisations, bodies or third-party providers that received SSAF funding in 2022

Organisation Name <sup>1</sup>	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
Facebook	63 541 191 369	Key Area 3	\$10,300	38%
Dan Murphy's	77 159 767 843	Key Area 6	\$4,917	18%
TenTo Group	97 647 939 106	Key Area 6	\$3,000	11%
Dolling & Associates	26 002 498 348	Key Area 5	\$1,800	6.6%
Black Truffle Catering	98 146 571 379	Key Area 6	\$1,468	5.4%

<sup>1</sup> 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, Daniel Clements, Co-Executive Director of Whitehouse Institute of Design, Australia 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

Daniel Clements

.....  
Full name of Person making Declaration

Co-Executive Director

.....  
Position of Person making Declaration

15 December 2022

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Date