

Holmesglen Institute

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

In 2023, all Higher Education students were given the opportunity to provide feedback on the allocation of 2024 SSAF expenditure.

Students were asked on a scale of 1-10 which areas they would most like to see SSAF spent.

70% of students have listed health and wellbeing related activities and services as the more important area to invest.

SSAF continues to be spent on resourcing our Student Wellbeing department who provide health and wellbeing services to all Holmesglen students. This includes personal and careers counselling, welfare assistance and disability services. In addition, the Student Life team who are also funded through SSAF have designed a social and engagement program to actively promote health and wellbeing amongst the student community. This includes the creation of resources and activities to support mental and physical wellbeing along with opportunities to build greater social connections for a well-rounded student experience.

67% of students have listed student clubs and societies as another priority area for SSAF expenditure.

The Student Life team continue to drive the progress of a clubs and societies program. These include leadership and advocacy groups, sporting and special interest groups, community and cultural groups. Higher education course areas have also progressed in building clubs and societies and have sought funding from SSAF to assist in mobilising these programs and opportunities.

53% of students also listed jobs and careers support services and resources as an area for SSAF expenditure. Holmesglen continues to invest in careers counselling and employment support. In 2024, the Student Life team have worked in partnership with the Holmesglen Employment Centre to design and deliver a series of workshops and programs that strive to build career ready students and connect students into jobs after graduation. These programs include jobs fairs, resume and interview tips, the development of template resources etc.

54% of students mentioned leadership and professional development opportunities is where they would like to see SSAF expenditure focused.

The Student Life team have developed and deployed a leadership program that aims to build communication, advocacy and leadership skills whilst simultaneously capturing and responding to student voice. The Student Representative Council and their training continues to be supported by the SSAF allocation along with Holmesglen's newly developed Leadership program. In addition, the Student Life team work alongside higher education course areas to identify course specific leadership and professional development opportunities and work to promote and sponsor such opportunities through SSAF allocation.

SSAF Revenue Summary

	2023 Allocation \$ ¹	2023 Actual \$
SSAF Revenue	\$256,600	\$256,598
SSAF revenue carried forward from 2022	\$0	\$0
Total SSAF funds available for 2023	\$256,600	\$256,598
SSAF revenue carried over into 2024	\$0	\$0

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 2023 the maximum SSAF was \$326.

Student Status	2023 SSAF charged \$ ²	Number of students charged in 2023 ³
Full-time ¹ (> 0.75 EFTSL)	\$326	521
Part-time ¹ (< 0.75 EFTSL)	\$244	156
Total:		677

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	[Insert reported year] SSAF charged \$ ²	Approx. number of SSAF students remote learning [Insert reported year] ⁴
Remote learning/Online only	0	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	\$217,000	\$215,531	Yes	420
2. Clubs or other associations				
a. Sporting	\$6,700	\$6,790	No	17
b. Internal student politics	\$2,500	\$3,000	Yes	12
c. Gender, sexuality, ethnicity, race, or nationality-based	\$6,000	\$6,387	No	250
d. Areas-of-study related e.g. law	\$2,000	\$900	No	120
e. Other activities e.g. music, debate, chess	\$0	\$0		
f. Other – Leadership Training	\$2,000	\$1,182	Yes	19
g. Other – Campus events & activities	\$7,000	\$9,250	No	520
h. Wellbeing related workshops and activities	\$4,900	\$5,000	Yes	520
3. Employment/career services	\$0	\$0		
4. Legal aid	\$0	\$0		
5. Other student amenities	\$0	\$0		
6. Other – Institute Branded Merchandise	\$8,500	\$8,558	No	280
Total	\$256,600	\$256,598		

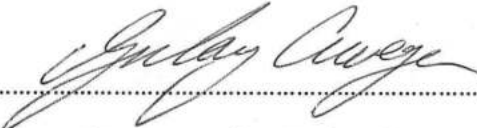
Organisations, bodies or third-party providers that received SSAF funding in 2023

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received \$	% of total SSAF Funding Received
Nil			\$0	0%

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, Gulay Cuvegen Acting Chief Financial Officer of Holmesglen Institute, 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

Gulay Cuvegen.....

Full name of Person making Declaration

Acting Chief Financial Officer

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Position of Person making Declaration


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Date

