

Student Consultation Process for Student Services and Amenities Fee (SSAF) Funding Allocations

Purpose

Federation University Australia seeks to provide excellent, innovative, inclusive, and empowering programs and services.

By engaging in effective student consultation, we offer an empowering and inclusive experience while ensuring that we remain at the forefront of best practice and that our operations are innovative.

Relevant legislative requirements

The legislative obligations around the Student Services and Amenities Fee (SSAF) are contained with the [Higher Education Support Act 2003](#).

The Student Services and Amenities Fee (SSAF) helps to maintain and enhance important non-academic services and amenities that improve the university experience and support a wide range of student needs. It provides funding for things such as sporting and recreational activities, health and well-being services, employment and career advice as well as independent student representation structures. You can find more detailed information on the [Department of Education](#) website.

Annual SSAF consultation process and schedule

At Federation University, budget planning for the following year starts in July. Finance staff consult with managers in August and budgets are approved and locked in by October – November. Actual expenditure for the prior year is confirmed by the end of February. Meanwhile, the Student Senate meets roughly monthly from February to October.

Given these two schedules, the recommended SSAF consultation process is as follows:

October	<p>Senate meeting: SSAF budget for the following year (if available, approximate draft if not) presented for Senate comment and feedback.</p> <p>Staff to present draft SSAF priorities for the following year. It will be noted where student consultation thus far has informed the drafting of these priorities. The Senate will be asked to comment on these priorities to inform a final version of the funding allocations.</p> <p>Senate feedback can inform further updates to this process.</p>
July	<p>Final SSAF report and SSAF allocation report for the prior year published to the University website. The budget compares actuals against forecast with explanations given for significant deviations. The budget will include information about the SSAF priorities and the mechanism by which these were set.</p> <p>The SSAF priorities set for this year will be reviewed, and progress against these discussed.</p>