THE UNIVERSITY OF NOTRE DAME AUSTRALIA

Guideline:

Student Services and Amenities Fee (SSAF) Funding for Student Clubs

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Policy Sub-category: Student

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1 PURPOSE

1.1 The Student Services and Amenities Fee (SSAF) is a compulsory fee paid by most Students at the University of Notre Dame Australia - with limited exemptions applying to specific cohorts as prescribed under legislation and University policy.

1.2 The University will annually distribute a percentage of SSAF funds to Student Associations in line with the associated federal legislation, which may be further distributed to Affiliated Student Clubs (which include Student groups, clubs, societies, or organisations affiliated with a Student Association).

1.3 This Guideline sets out the process for distribution of SSAF funds to Affiliated Student Clubs by the University's Student Associations.

1.4 The University retains ultimate authority over the governance, affiliation, and funding of all Student Clubs. Student Associations administer Student Club affiliation and SSAF-funded activities on behalf of the University, in accordance with these Guidelines and relevant University policies. Any agreements, handbooks, or operational materials issued by Student Associations must align with and remain subordinate to University policy and these Guidelines.

2 RELATED DOCUMENTS

This Guideline should be read in conjunction with the following documents:

2.1 *Higher Education Support Act 2003*

2.2 *Higher Education Support (Administration) Guidelines 2022 (Administration Guidelines)*

2.3 *Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 (SSARA Guidelines)*

2.4 *Policy: Affiliation of Student Clubs*

2.5 *Procedure: Affiliation of Student Clubs*

3 REQUIREMENTS

3.1 SSAF funds must only be used for purposes permitted under section 19-38(4) of the *Higher Education Support Act 2003* (see Appendix A).

3.2 All SSAF expenditure must also comply with the *Policy: Affiliation of Student Clubs*.

3.3 Only formally Affiliated Student Clubs are eligible to receive SSAF funding, in accordance with the *Policy: Affiliation of Student Clubs*.

3.4 All Student Club funds must be spent in pursuit of the University's Objects and for the benefit of Notre Dame Students, consistent with relevant University policies and the club's stated aims and objectives.

3.5 Funds will only be paid into a bank account approved by the Student Association, in accordance with clause 2.3 of the *Procedure: Affiliation of Student Clubs*.

3.6 The Student Associations will advertise the annual funding amounts available to Affiliated Student Clubs each year.

3.7 Affiliated Student Clubs may apply for SSAF funding through their relevant campus-based Student Association website or via other approved application forms.

3.8 Upon receipt of funding applications, the Student Association will assess each application in accordance with clauses 3.1 – 3.4 and Section 5 of this Guideline.

3.9 If successful, Affiliated Student Clubs must expend SSAF funds strictly as outlined in their

approved funding applications. Any deviation from the approved expenditure plan must receive prior written approval from the relevant campus-based Student Association.

3.10 Affiliated Student Clubs must meet all financial reporting obligations specified in Sections 4 and 7 of this Guideline. Failure to do so renders the Student Club ineligible for further funding until compliance is achieved.

3.11 Failure to fulfil financial reporting obligations constitutes a breach of the conditions of affiliation set out in the *Policy: Affiliation of Student Clubs*.

3.12 Measures to address non-compliance may be imposed by the University in accordance with the *Procedure: Affiliation of Student Clubs* (Clause 6 – Measures to Address Non-Compliance).

4 APPLICATION CONDITIONS

4.1 Affiliated Student Clubs must obtain prior approval from the Student Association for all SSAF-related expenditure. Approval of funding submission is not assured, and no expenditure may be incurred in anticipation of approval. Reimbursement may be granted only in exceptional circumstances and at the sole discretion of the Student Association.

4.2 Funding applications for on or off campus activities must be submitted to the Student Association at least four (4) weeks prior to the proposed expenditure or event. Where activities involve an on or off campus or University sanctioned event, organisers must also comply with event approval processes and timelines set by the University.

4.3 To receive SSAF funding, Affiliated Student Clubs must open and operate a bank account approved by the Student Association in line with clause 2.3 of the *Procedure: Affiliation of Student Clubs.*

4.4 The relevant Student Association must be informed in writing of any changes to a Student Club bank account. Supporting documentation must be provided to the Student Association on request.

5 ASSESSMENT CRITERIA

5.1 All SSAF funding must be expended in accordance with the legislated categories of allowable expenditure prescribed under section 19-38(4) of the *Higher Education Support Act 2003* and detailed in Appendix A.

5.2 Once Student Club affiliation conditions and reporting requirements have been fulfilled the funding submission will be assessed by Student Associations according to the following criteria:

- 5.2.1 the number of Students the funding will benefit, with on campus outcomes prioritised
- 5.2.2 alignment with student priorities, as determined by the most recent SSAF Student Survey
- 5.2.3 level of urgency
- 5.2.4 innovation
- 5.2.5 feasibility, and
- 5.2.6 the capacity for the Student Club to manage and acquit funds successfully.

5.3 There is no guaranteed annual allocation of funds. Funding for Student Clubs is limited and applications cannot be accepted once the annual funding allocation has been exhausted. It is recommended that Student Clubs submit applications early to avoid disappointment.

5.4 The University and/or Student Associations can choose to impose additional approval conditions at their discretion, if warranted. Applications will be assessed, and funds distributed at the discretion of the Student Association according to the Assessment Criteria

(Section 5). If a Student Club requires further information on the outcome of the application, reasonable explanation will be given by the Student Association.

6 TIMELINES

6.1 Within four (4) weeks of receiving a funding application, the Student Association will notify the Student Club of the outcome.

7 FINANCIAL REPORTING

7.1 For transparency and to ensure government reporting requirements are met, Student Clubs in receipt of funding must fulfil financial reporting requirements directed by the Student Association and the Student Services and Amenities Fee (SSAF) Governance Committee.

7.2 Two (2) weeks following the conclusion of SSAF funded activity or expenditure, *SSAF Club and Society Acquittal Form* is submitted to the Student Association with all receipts and supporting documentation.

7.3 Student Clubs must provide semesterly reports to their campus-based Student Association, including their bank statements, transaction summaries, and bank balance at the close of the semester.

7.4 Student Clubs also present an annual report to the University and Student Association as a condition of affiliation as per Section 2 in the *Procedure: Affiliation of Student Clubs*. For the purposes of this report, the financial year is January 1 – December 31.

7.5 Failure to fulfil reporting or affiliation requirements may result in delayed or halted funding, or further consequences as outlined in Section 6 of the *Procedure: Affiliation of Student Clubs*.

7.6 Any unused funds must be returned to the Student Association by the end of the standard academic semester in which the funding was received.

7.7 Student Clubs must comply with auditing of their accounts by the University, when requested.

8 MISUSE OF FUNDS

8.1 A Student Club may be deemed by the Student Association or University to have misused funds where:

- 8.1.1 expenditure does not align with the allowable expenditure of SSAF revenue categories (see Appendix A)
- 8.1.2 expenditure differs from the approved funding application
- 8.1.3 expenditure has been used for personal benefit
- 8.1.4 expenditure has been used to support a political party, political campaign, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body, or
- 8.1.5 the funding acquittal form, receipts, and supporting documentation are not submitted within two (2) weeks following the conclusion of the funded activity or expenditure.

8.2 Consequences for the misuse of SSAF funding may include any or all of:

- 8.2.1 the immediate suspension of funding and a freeze on access to Club or Society accounts
- 8.2.2 requirement to repay the misused funds
- 8.2.3 an audit and investigation of the Student Club's accounts and expenditure
- 8.2.4 disaffiliation of the Student Club
- 8.2.5 future restrictions on funding or approval of events, and

8.2.6 referral to the University's Disciplinary Committee.

9 MONITORING

9.1 The Student Association or University may conduct compliance audits of Affiliated Student Clubs at any time, including random audits, to ensure adherence to these Guidelines and relevant legislation and University policies.

10 DEFINITIONS

10.1 For the purpose of this Guideline, the definitions contained in the *Policy: Affiliation of Student Clubs* apply.

10.2 The following additional definition applies:

Student Services and Amenities Fee has the same meaning as in clause 1.1 above.

Version	Date of approval	Approved by	Amendment
1	7 October 2026	Associate Deputy Vice Chancellor, Academic and Academic Registrar	New guideline. Effective date 20 November 2026 to align with approval of related Affiliation of Student Clubs Policy and Procedure.

11 PROCESS SUMMARY

Process Step	***Responsibility***
Student Associations promote SSAF grant funding to Affiliated Student Clubs at the beginning of the academic year.	Student Associations
	
Student Clubs submit applications for SSAF funding to the relevant campus-based Student Association.	Student Clubs
	
Applications are assessed by the relevant Student Association and applicants are notified of the outcome of their submission.	Student Associations
	
Student Clubs undertake the University Student Event Request process.	Student Clubs
	

Student Clubs deliver events or activities using SSAF funding, ensuring guidelines are adhered to and including effectively promoting the initiative as SSAF funded with use of official SSAF and Student Association logos.	
Student Clubs fulfil all reporting and affiliation conditions, maintaining records of all income and expenditure, and ensuring receipts are retained as proof of purchase. Student Clubs must: • fulfil financial reporting requirements in line with direction from the Student Association and SSAF Governance Committee • fulfil conditions of affiliation as per Section 2 in the *Procedure: Affiliation of Student Clubs*, and • two (2) weeks after the conclusion of an SSAF funded activity or expenditure, submit an SSAF Club and Society Acquittal Form to Student Association with all receipts and supporting documentation.	Student Clubs
	
Financial reporting fulfilled as outlined by the SSAF Governance Committee.	Student Associations

APPENDIX A

SSAF funds can only be spent by Affiliated Student Clubs in accordance with section 19-38(4) of the *Higher Education Support Act 2003.* Further conditions are listed in the *Clubs Handbook*.

Allowable expenditure of SSAF revenue

SSAF revenue may only be spent in accordance with section 19-38(4) of the Act on the following items:

- providing food or drink to Students on a campus of the higher education provider
- supporting a sporting or other recreational activity by Students
- supporting the administration of a Student Club most of whose members are Students
- caring for children of Students
- providing legal services to Students
- promoting the health or welfare of Students
- helping Students secure accommodation
- helping Students obtain employment or advice on careers
- helping Students with their financial affairs
- helping Students obtain insurance against personal accidents
- supporting debating by Students
- providing libraries and reading rooms (other than those provided for academic purposes) for Students
- supporting an artistic activity by Students
- supporting the production and dissemination to Students of media whose content is provided by Students
- helping Students develop skills for study, by means other than undertaking *courses of study in which they are enrolled
- advising on matters arising under the higher education provider's rules (however described);
- advocating Students' interests in matters arising under the higher education provider's rules (however described)
- giving Students information to help them in their orientation, and
- helping meet the specific needs of *overseas Students relating to their welfare, accommodation and employment.

Providers may spend SSAF revenue to directly provide a service, to get someone else to provide a service or subsidise a service provided by someone else, or on infrastructure for the provision of a service.

Providers must not allow SSAF revenue to be used to support political parties, or to support the election of a person to a Commonwealth or State or Territory Parliament or local Government body.

*Terms marked with an asterisk are defined in Schedule 1 (Dictionary) of the *Higher Education Support Act 2003*.