

The University of Notre Dame Australia

Student Services and Amenities Fee (SSAF)

2025 Allocation Report

Introduction

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

The information provided in this *SSAF Allocation Report* does **not** require auditing by a financial accountant. The SSAF expenditure reporting is a separate process and 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 with students about the uses of SSAF revenue

Students play a central role in shaping SSAF allocations for 2025. The University established a SSAF Governance Committee (Committee) comprising of over 50% student membership to ensure effective, efficient and impactful use of the SSAF revenue. Regular meetings of the Committee strengthened transparency of process and guided how the SSAF should be spent. Further to this, Committee discussions in relation to SSAF expenditure was guided by:

- The University Objects and strategic priorities;
- The legislative requirements regarding use of the SSAF; and
- Consultation with Students, including the annual SSAF student survey.

In 2025, the Committee was chaired by the Associate Deputy Vice Chancellor, Academic and Academic Registrar. Democratically elected student representatives at the Committee meetings for 2025 included the Student Association President (Fremantle) and Student Association President (Sydney), as well as:

- an Executive Representative from both Student Associations;
- A representative for Postgraduate Students;
- A representative for International Students; and
- A representative for Clubs and Societies on both Campuses.

The Committee used student surveys conducted in 2024 to guide the prioritisation of the SSAF revenue expenditure in 2025. In June (1145 responses) and October 2024 (806 responses), students were provided with the 19 categories of eligible SSAF expenditure and asked to prioritise their top 5 from the list. The students were also requested to provide qualitative responses to expand on their choices above. The top 6 priorities for students are noted below:

Survey (Administered in June 2024)	Survey (Administered in October 2024)
Provision of libraries and reading rooms, other than those provided for academic purposes for students.	Provision of libraries and reading rooms, other than those provided for academic purposes for students.
Provision of food or drinks to students on a campus.	Provision of food or drinks to students on a campus.
Assistance in obtaining employment or advice on careers.	Assistance in obtaining employment or advice on careers.
Assistance to students in their financial affairs.	Assistance to students in their financial affairs.
Helping students develop skills for study.	Helping students develop skills for study.
Promoting the pastoral care of students.	Promoting the pastoral care of students.

Supplementing these formal consultation channels, students were encouraged to submit feedback and funding suggestions via the SSAF email address which was promoted to students via the SSAF website and the student newsletter.

SSAF Achievements

Projects and initiatives supported through SSAF across all three campuses in 2025 provided significant student outcomes that included:

1. 269 students were supported through the Student Hardship Assistance fund and 183 students received financial assistance while they undertook their practicum placements, in metropolitan and regional areas. As one student reported 'I am truly grateful for the impact this support has had on my education and wellbeing, and I deeply appreciate your investment in my future'.
2. O-Week activities supported 2800 students transition into the University with 81% of students reporting that the program 'helped me feel confident in my ability to begin my studies' and 80% reported 'that the program made students aware of the support services and programs available'.
3. Campus Connect engagement provided students with food and drink, and facilitated social activities that had a strong impact on student satisfaction and belonging with 88% of students reporting that these transition events influenced their overall sense of connection to the University.
4. Peer Assisted Study Sessions (PASS) facilitated in Sydney, Fremantle and Broome campuses helped students develop skills for study with students stating that PASS was valuable for exam revision and creating motivation for their study (79%).
5. The international student network provided a wide range of programs and events designed to support international students engaging 2778 students nationally.
6. The recruitment of additional career officers facilitated 240 careers and employability appointments alongside workshops, industry events and school presentations.
7. An additional 10 student counselling appointments were available for students each week (450 per year) as a result of the additional counselling hours that SSAF invested in.
8. 221 students were supported with development and renewal of Learning Access Plans with support provided by the Additional Access and Inclusion Advisor employed to support pastoral care of students.
9. Approximately 14% of the total student cohort engaged with Studiosity with over 90% expressing satisfaction with the service.
10. 1220 students participated in the sports programs providing students with activity and healthy options for engagement.
11. A new student hub was introduced on the Broadway Campus that included 4 quiet study rooms and an open lounge space with workstations for private study.
12. A newly established Broome student engagement program was introduced which led to the facilitation of 28 evening social events and 8 on country excursions.
13. The two Student Associations in NSW and WA received funding that enhanced the student experience by providing activities, including orientation, weekly campus activation events, sporting competitions and academic and welfare initiatives.

Compliance

The University's Finance Office monitors the allocation and expenditure of SSAF revenue and provides regular reports to the SSAF Governance Committee.

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

On 19 March 2025, the Department of Education approved The University of Notre Dame Australia's 2025 Transition Plan to meet the 2026 funding and governance requirements for the SSAF minimum 40% allocation to student-led organisations. The approved Transition Plan included a 33% allocation to student-led organisations, which was achieved as outlined below.

As part of the Transition Plan, the below governance policies and procedures were developed and formally adopted by the student associations.

- Financial Controls Policy & Procedure;
- Record Keeping Policy & Procedure;
- Risk Management Policy & Procedure;
- Conflict of Interest Policy & Procedure;
- Delegation of Authority Policy & Procedure; and
- Fraud Prevention Policy & Procedure.

Grant Thornton were appointed and have undertaken a financial audit of the Student Association of The University of Notre Dame Australia Sydney (SAUNDA) and the Student Association of the University of Notre Dame Australia (NDSA) for the period 1 January 2025 to 31 December 2025.

SSAF Revenue Summary

	2025 Allocation \$ ¹	2025 Actual \$
SSAF Revenue	\$2,920,000	\$3,105,621
SSAF revenue carried forward from prior year	N/A	\$165,145
Total SSAF funds available for 2024	\$2,920,000	\$3,270,766
SSAF revenue carried over into 2025	-	\$313,437

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

SSAF Charge Summary

The 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* (the Act). In **2025** the maximum SSAF was **\$365**.

A number of student cohorts were not required to pay the SSAF in 2025. These cohorts are:

1. International students that received an Offer from the University prior to 19/4/2024.
2. Students who participated in outbound and inbound Study Abroad.
3. Vocational Education and Training students.
4. Students on Humanitarian visas.
5. Students enrolled in non-award programs, including Tertiary Pathway Programs and Unipath.
6. Students enrolled in a Research Degree.
7. Open Universities Australia students.
8. Students in programs taught in partnership with the Catholic Institute of Sydney.

The following table sets out the SSAF amounts which were charged in 2025, and the number of students charged these fees.

Student Program	Student Campus	Student Status	2025 Annual charge \$ ²	Number of students charged in 2025 ³
Undergraduate	Fremantle, Sydney & Online	Full-time ¹ (> 0.75 EFTSL)	365.00	6,470
Undergraduate	Fremantle, Sydney & Online	Part-time ¹ (< 0.75 EFTSL)	273.75	1,140
Undergraduate	Broome	Full-time ¹ (> 0.75 EFTSL)	136.87	10
Undergraduate	Broome	Part-time ¹ (< 0.75 EFTSL)	91.25	3
Postgraduate	All	Full-time ¹ (> 0.75 EFTSL)	136.87	471
Postgraduate	All	Part-time ¹ (< 0.75 EFTSL)	91.25	781
Postgraduate	Fremantle & Sydney	<i>Doctor of Medicine</i>	273.50	874
International Continuing	All	<i>Students with offers</i>	Various	1,159
				Total: 10,908

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.

Student Status	2025 SSAF charged \$	Approx. number of SSAF students remote learning 2025
Remote learning/Online only - Full-time ¹ (> 0.75 EFTSL)	136.87	6
Remote learning/Online only- Part-time ¹ (< 0.75 EFTSL)	91.25	1

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.

Key Area (reporting against these are mandatory)	2025 Total Allocation \$	2025 Total Actual Spend \$	Are services available online?	Estimated No. of students accessing services
1. Health Services	\$524,347	\$408,165	Yes	13,118
2. Clubs or other associations	\$564,000	\$564,000	N/A*	
a. Sporting	*The NDSA & SAUNDA is run independently of UNDA and reports their SSAF expenditure via separate process.			
b. Internal student politics				
c. Gender, sexuality, ethnicity, race, or nationality-based				
d. Areas-of-study related e.g. law				
e. Other activities e.g. music, debate, chess				
f. Other				
3. Accommodation	-	-	N/A	N/A
4. Employment/career services	\$341,322	\$275,821	Yes (some)	2,578
5. Legal aid	-	-	N/A	N/A
6. Financial aid	\$280,000	\$279,500	Yes	434
7. Other student amenities	\$1,004,464	\$1,190,843	Yes (some)	13,118
8. Other sporting & other recreation	\$179,000	\$179,000	No	1,220
9. International students	\$60,000	\$60,000	No	2,778
Total	\$2,953,133	\$2,957,329		

Declaration by Person of Authority

I, Renee Kohler-Ryan, Associate Deputy Vice Chancellor and Academic Registrar of The University of Notre Dame 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.

I further attest that the information provided in this Report meets the requirements of the *Higher Education Support Act 2003* and the Higher Education Support (Student Services, Amenities, Representation and Advocacy) Guidelines 2022 and that, where transition arrangements have either been sought or approved, information is provided on this.

A handwritten signature in red ink that reads "Renee M. Ryan". The signature is written in a cursive style with a long horizontal flourish extending to the right.

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Professor Renee Kohler-Ryan

Associate Deputy Vice Chancellor and Academic Registrar

Date 30 June 2026