

University of Notre Dame SSAF Funding Information for Applicants



1. Overview

As of Semester 2, 2024, the Student Services and Amenities Fee (SSAF) is a compulsory fee paid by all students attending the University of Notre Dame. SSAF specifically funds non-academic services and amenities that invest in and enhance the student experience, and support student's needs while at university.

2. Guidelines

On 11 October 2011, the Australian Parliament passed legislation enabling universities and other higher education providers to charge a fee for student services and amenities of non-academic nature. The fee may be spent on items such as sporting and recreational activities, employment and career advice, childcare, financial advice, and food services. Under the Act, the Student Services, Amenities, Representation and Advocacy Guidelines set out the requirements for higher education providers with Commonwealth supported students and the Administration Guidelines include the administrative arrangements for the Student Services and Amenities Fee.

It is intended that the SSAF funding will support initiatives that are consistent with the Objects of the University to improve the quality of student services and pastoral care; student wellbeing; enhance student engagement; and provide a positive and vibrant campus experience for students.

The Australian Government [Higher Education Legislation](#) underpins how SSAF can be spent. The categories available for SSAF funding expenditure include:

1. providing food or drink to students on a campus of the higher education provider;
2. supporting a sporting or other recreational activity by students;
3. supporting the administration of a club most of whose members are students;
4. caring for children of students;
5. providing legal services to students;
6. promoting the health or welfare of students;
7. helping students secure accommodation;
8. helping students obtain employment or advice on careers;
9. helping students with their financial affairs;
10. helping students obtain insurance against personal accidents;
11. supporting debating by students;



12. providing libraries and reading rooms (other than those provided for academic purposes) for students;
13. supporting an artistic activity by students;
14. supporting the production and dissemination to students of media whose content is provided by students;
15. helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;
16. advising on matters arising under the higher education provider's rules (however described);
17. advocating students' interests in matters arising under the higher education provider's rules (however described);
18. giving students information to help them in their orientation; and
19. helping meet the specific needs of overseas students relating to their welfare, accommodation and employment

The funding must not be spent on supporting a political party or the election of a person as a member of a political party at any level of government.

It is highly recommended that all applicants familiarise themselves with [Higher Education Legislation](#) to ensure the proposed project aligns with government mandated regulations regarding SSAF expenditure.

3. Student Consultation

The University of Notre Dame engages in ongoing consultation with students to better understand key issues and gauge where SSAF funds should be directed.

In June 2024, all students had the opportunity to complete a survey which included ranking the government defined categories (listed above), as well as allowing students to provide general feedback. An all-student survey will be similarly distributed in October 2024 to ensure SSAF funds continue to be directed to student-defined priority areas.

As of June 2024, the Top 5 Priority Areas identified by students are:

- helping students obtain employment or advice on careers;
- providing libraries and reading rooms (other than those provided for academic purposes) for students;
- assisting students with their financial affairs;
- providing food or drink to Students on a campus of UNDA;
- helping students develop skills for study, by means other than undertaking courses of study in which they are enrolled;

Proposals that align with the above priority areas will be favourably viewed by the SSAF Governance Committee.



4. SSAF Governance Committee

The SSAF Governance Committee comprises of staff and over 50% students, and is responsible for making recommendations on effective, efficient, and impactful use of the monies collected by the SSAF. Key to informing the work of the SSAF Governance Committee are the outcomes of student consultation, primarily student surveys.

The SSAF Governance Committee is Chaired by the Pro Vice Chancellor, Student Experience, and meets regularly to ensure SSAF expenditure is underpinned by:

- The University's Objects and in particular the strategic priorities;
- The legislative requirements regarding the use of SSAF; and
- Input from students and student associations.

5. Criteria for Applications

All submissions must meet the below criteria.

5.1 The project supports services and amenities for students of a non-academic nature.

5.2 The proposal aligns with the government mandated allowable categories for SSAF expenditure (see above, under Guidelines).

5.3 The proposal aligns with the University's [Objects](#)

5.4 Proposals from students must have:

- The support of a staff member collaborator, who will ensure the project is successfully delivered and acquitted, or
- Support from the relevant campus-based Student Association.

5.5 Affiliated Clubs or Societies must submit proposals to their relevant campus-based Student Association, who will ensure the project is successfully delivered and acquitted.

5.6 School Societies will also need to provide confirmation of School support for the proposal.

5.5 Staff must ensure they have the support of their manager, in consultation with a staff representative from the SSAF Governance Committee, before submitting a proposal.

5.6 If the proposal requires use of university grounds or buildings, or off-campus venues, student applicants must complete the University's Event Request Process, prior to the event or activity taking place.

5.7 Staff must ensure appropriate Risk Assessment is undertaken before carrying out SSAF funded activities or events.



Summary of Process for Applying for SSAF Funding

Individual Student	Affiliated Club or Society	Student Association	Staff member
↓	↓	↓	↓
<ul style="list-style-type: none"> Requires endorsement from a staff member, who will then submit a proposal to the SSAF Governance Committee in collaboration with the student, in consultation with a staff representative on the SSAF Governance Committee. <p>OR</p> <ul style="list-style-type: none"> Requires endorsement from the relevant Student Association, who will submit a proposal to the SSAF Governance Committee in collaboration with the student. <p><i>*If your circumstances are not represented in this chart, contact ssaf@nd.edu.au for assistance.</i></p>	<ul style="list-style-type: none"> School Societies must seek approval from Schools before submitting requests for funding. SSAF funding requests are to be submitted to the relevant campus-based Student Association. 	<ul style="list-style-type: none"> SSAF funding requests are to be submitted to the SSAF Governance Committee via the online webform. 	<ul style="list-style-type: none"> Requires support from line manager, in consultation with a staff representative on the SSAF Governance Committee before a proposal is submitted via the online webform.

6. Application Process and Outcome Notification

- 6.1 Applications are to be completed via the online webform and are to include a detailed budget breakdown.
- 6.2 An email will be sent to acknowledge receipt of applications.
- 6.3 All applications will be assessed by the SSAF Governance Committee.
- 6.4 Applicants will be notified of an outcome via email.
- 6.5 If required, the SSAF Governance Committee may seek additional information or request amendments to proposals before an outcome is delivered.
- 6.6 Affiliated Club and Societies are to submit SSAF funding applications directly to their campus-based Student Association, who will assess applications and notify students of outcomes



7. Accessing Funds

- 7.1 If a staff member, the Finance office will arrange the allocation of SSAF Funds for your project via budget transfer. University credit cards are not to be used for SSAF Expenditure.
- 7.2 For student proposals that are endorsed by a staff member only, your funds will be directed to the relevant university office via budget transfer.
- 7.3 For Student Associations, or projects endorsed by Student Associations, your funds will be directed to your campus-based Student Association, in line with *Policy: Provision of Funding to the University's Student Associations*.
- 7.4 For affiliated Clubs & Societies, your funds will be directed to your recognised Club or Society bank account from your relevant campus-based Student Association, in line with the Guideline: Funding for Student Clubs.
- 7.5

SSAF Payments Summary	
Student Proposals	
Projects with staff endorsement.	Projects with Student Association endorsement.
↓	↓
Funds directed to and managed by relevant University office via budget transfer.	Funds directed to and managed by the relevant Student Association.
Affiliated Club and Society Proposals	
↓	
Funds directed to recognised affiliated Club or Society bank account by the relevant campus-based Student Association.	
Student Association Proposals	
Funds directed to the recognised Student Association bank account by the Finance Office.	
Staff Proposals	
↓	
Finance Office to direct funds to the relevant University department via budget transfer.	



8. Conditions of the Funds

- 8.1 Funds may only be used for the purposes as set out in the application.
- 8.2 Funds cannot be used for retrospective activities or projects.
- 8.3 Successful applicants are required to submit a SSAF Acquittal and Evaluation Form and relevant receipts that reports on the outcomes of the project at its completion, including financial acquittal.
- 8.4 The SSAF Acquittal and Evaluation Form is due **two weeks after the completion of your project** or quarterly, whichever is soonest. Quarterly due dates are as follows: 14 January, 14 April, 14 July and 14 October annually. Acquittal and Evaluation Forms are to be emailed to: ssaf@nd.edu.au
- 8.5 Affiliated Clubs and Societies are required to submit the SSAF Acquittal and Evaluation Form and receipts to their campus-based Student Association via treasurer@ndsa.com.au (Fremantle), or treasurer.saunda@my.nd.edu.au (Sydney).
- 8.6 All unused funds must be returned to the University in line with the Finance's end of year processing timelines.
- 8.7 Projects must be acknowledged as being supported by SSAF in all promotional materials and associated resources, through use of the SSAF logo and accompanying text.
- 8.8 Any deviation on use of the funding must be approved by the SSAF Governance Committee in consultation with the Chief Financial Officer.



SSAF Acquittal and Evaluation Form Summary

Staff proposals or projects with staff endorsement	Student Association proposals or projects with Student Association endorsement	Affiliated Club or Society Proposals
↓	↓	↓
Acquittal and Evaluation Form to: ssaf@nd.edu.au	Acquittal and Evaluation Form to: ssaf@nd.edu.au	Acquittal and Evaluation Form submitted to your relevant campus-based Student Association via: treasurer@ndsa.com.au (Fremantle) or treasurer.saunda@my.nd.edu.au (Sydney)

Due Dates

The SSAF Acquittal and Evaluation Form is **due two weeks after the completion of your project** or quarterly, whichever is soonest. Quarterly due dates are as follows: 14 January, 14 April, 14 July and 14 October annually.

Please note the information in this document is subject to change. For assistance or further information, please contact ssaf@nd.edu.au