



Swinburne University Student Services and Amenities Fee (SSAF) 2025 Allocation Report

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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.



We respectfully acknowledge the Wurundjeri Woi-wurrung People of the Kulin Nation as the Traditional Owners of the land on which Swinburne's Melbourne campuses are located, in Melbourne's east and outer-east. We pay our deepest respects to their Elders past and present.

[Read Swinburne's full Acknowledgement of Country.](#)

SSAF Consultation and Achievements

Consultation undertaken with students regarding 2025 SSAF

A student consultation session was held on Thursday 25 July 2024 to gain student feedback on what they consider to be most important for SSAF-funded priorities at Swinburne, followed by an all-student survey. Written feedback was also invited from all students and Student Bodies in August 2024 regarding the proposed 2025 SSAF expenditure and allocations.

Outcome of the consultation

The top fifteen student identified priorities were:

- Helping students obtain employment or advice on careers
- Promoting the health or welfare of students
- Providing food or drink to students on campus
- Helping students with their financial affairs
- Providing libraries and students rooms (other than those provided for academic purposes)
- Helping students develop skills for study by means other than undertaking courses of student in which they are enrolled
- Helping students secure accommodation
- Providing legal services to students
- Supporting sporting or other recreational activities by students
- Helping meet the specific needs of overseas students relating to their welfare, accommodation and employment
- Advocating students' interests in matters arising under University rules
- Giving students information to help them in their orientation
- Supporting the administration of a club, most of whose members are students
- Supporting an artistic activity by students
- Advising on matters arising under University rules

Proposed allocation of SSAF funds

Each year, the SSAF Allocation and Reporting Committee monitors the expenditure of funds. This ensures SSAF revenue is expended in accordance with the allowable categories. The SSAF Allocation and Reporting Committee (SSAF ARC) is to meet a minimum of twice per year to oversee the annual SSAF process.

The functions and responsibilities of the SSAF ARC are as follows:

- Develop and seek University endorsement of broad guiding principles for the use of SSAF funding;
- Review and set annual strategic priorities for the use of SSAF funding;
- Recommend to the Vice-Chancellor the approval of the allocation of annual SSAF funding;
- Receive applications and reports from SSAF recipients. This will include relevant milestone, target, project progression updates and the escalation of issues as required; and,
- Receive finance reports to monitor expenditure, ensuring that all funds are spent in accordance with the relevant Act and Guidelines;
- Prepare and recommend to the Vice-Chancellor for approval the Annual SSAF Report as prescribed in legislation

A recommendation on funding priorities was made to the Vice-Chancellor which was approved as follows.

Recipient	Total allocation
SUT Health and Wellbeing	\$2,107,000
SUT Student Engagement	\$917,400
SUT Employability (SUT E)	\$750,000
SUT Student Experience	\$200,000
Vocational Education and Training (VET)	\$30,000
Online Education Services (OES) trading as Swinburne Online (SOL)	\$25,000
Swinburne Student Association (SSA)	4,157,400
Total	\$8,186,800

Table 1. 2025 Draft allocation after consultation conducted late 2024 – totals per recipient

SSAF service providers undertook their annual reporting in alignment with the allowable categories. Table 5. SSAF Allocation Summary has been presented by key area to demonstrate this compliance.

Achievements and Highlights

SSAF funding in 2025 delivered strong, measurable benefits that improved student success, wellbeing, and engagement across the university, with high participation in orientation programs, career services, and support initiatives showing clear student uptake. Investment improved access to essential services such as health care, financial support, and career development, while reducing barriers to participation and supporting diverse student needs. These targeted initiatives helped students feel more prepared, connected, and confident throughout their studies, reinforcing the value of SSAF funding in delivering positive and practical outcomes for the student community.

SWINBURNE STUDENT ASSOCIATION

- Engaged nearly 10,000 students across services and events, including over 12,500 ticket transactions across 72 events and 7,115 registrations through Orientation and Launch Week.
- Built strong student connection and community through 80+ clubs and 10,600+ memberships, alongside high-demand wellbeing services such as 9,200+ Foodbank bookings and 6,910 breakfast serves.

OES TRADING AS SWINBURNE ONLINE

- Supported a targeted placement pilot, enabling 11 law students to complete required placements remotely, with 100% reporting increased workforce readiness.
- Students reported high satisfaction (100% rating 10/10), with some continuing as volunteers, demonstrating strong engagement and real-world skill development.

SWINBURNE UNIVERSITY OF TECHNOLOGY

Employability

- Career services recorded strong engagement, including 732 consultations (+13%), 5,586 event attendances, 92,732 online resource logins, and a high Net Promoter Score of +8.8.
- Programs reached scale and impact, with 4,850 students in embedded learning, 692 enrolments in the Employability Award, and 610 students accessing the new Careers Launchpad.

Student Engagement

- Improved systems and processes enabled more coordinated support, including streamlined Education Access Plans and stronger data-driven support for specific cohorts.
- Delivered practical assistance such as financial advice, housing referrals, and access to vouchers (up to three per student), helping students manage cost-of-living pressures.

Student Experience

- Orientation engagement increased, with 63% attendance in Semester 1 (+14%) and 57% in Semester 2 (+19%), alongside 803 students attending pre-orientation events.
- Growth in digital engagement (69% accessing pre-orientation resources) and targeted programs such as VET Start Strong (48% attendance) supported smoother transitions into study.

Health & Wellbeing

- Delivered high-volume support including approximately 26,000 medical consultations, 10,000 mental health and welfare consultations, and 400 immunisations.
- Services also included group sessions, health promotion activities, and clinical placements (around 80 students), supporting both immediate wellbeing and future workforce capability

Vocational Education and Training

- Delivered successful Start Strong pilots across multiple disciplines, improving onboarding through structured modules and clearer course expectations.
- Student and staff feedback confirmed the program reduced onboarding challenges, informed course choice, and will support expanded delivery in 2026.

SSAF Revenue Summary

	2025 Allocation \$ ¹	2025 Actual \$
SSAF Revenue	\$ 8,186,800.00	\$ 7,446,465.00
SSAF revenue carried forward from 2024	\$ 80,610.38	\$ 80,610.38
Total SSAF funds available for 2025	\$ 8,267,410.38	\$ 7,527,075.38
SSAF revenue carried over into 2026	\$0.00	\$0.00

Table 2. 2025 SSAF Revenue Summary

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* (the Act). In **2025** the maximum SSAF was **\$7,446,465**.

Student Status	2025 SSAF charged \$ ²	Number of students charged in 2025 ³
Full-time ¹ (> 0.75 EFTSL)	\$4,637,689	13052
Part-time ¹ (< 0.75 EFTSL)	\$2,808,776	16623
Total	\$7,446,465	29675

Table 3. 2025 SSAF Charge Summary

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 2025. 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 2025 as the total EFTSL they undertook in 2025 was equal to 0.875.

[The Department of Education notes that not all 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. For those students studying remotely 100% of the time, as best you can, please provide data to demonstrate approximately how many students are in this cohort and the SSAF amount charged to these students.]

Student Status	2025 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2025 ⁴
Remote learning/Online only	\$3,332,951.80	15,253

Table 4.2025 SSAF Charge Summary Remote/Online Students

⁴ Note: The Department of Education 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. Please note, due to the limitations of our information systems, the above data may be approximate.

SSAF Allocation Summary

Key areas of expenditure 2025

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				
SSA: Social & Cultural Events	\$470,000	\$470,000	Y	9,722 tickets transacted
SSA: Foodbank	\$100,000	\$100,000	N	1,960
SSA: Student Welfare Programs	\$40,000	\$40,000	NA	1,002
SUT: Health Service, Medical, Counselling & Welfare Services	\$2,107,000	\$2,107,000	Y	6,423
SUT: AccessAbility Services	\$782,900	\$789,895	Y	2,665
2. Clubs or other associations				
SSA: Clubs & Sports	\$772,000	\$772,000	Y	5,152
a. Internal student politics	\$0	\$0	NA	NA
b. Gender, sexuality, ethnicity, race, or nationality-based	\$0	\$0	NA	NA
c. Areas-of-study related e.g. law	\$0	\$0	NA	NA
d. Other activities e.g. music, debate, chess	\$0	\$0	NA	NA
e. Other	\$0	\$0	NA	NA

3. Accommodation				
SUT: Finance & Housing Support	\$134,500	\$141,192	Y	410 consults & 263 vouchers
4. Employment/career services				
SUT: Career Services	\$750,000	\$750,000	Y	12,109
SOL: Law Placements	\$25,000	\$25,178	Y	11
SSA: Student Representation / Leadership	\$325,00	\$325,00	Y	68
5. Legal aid				
SSA: Legal Service	\$40,000	\$0	NA	Redistributed, refer to Appendix A
6. Support for financial affairs				
SSA: Transport Assistance Program	\$25,000	\$0	NA	Redistributed, refer to Appendix A
SSA: Tax Support	\$29,000	\$29,000	N	88
7. Other student amenities				
SSA: Advocacy	\$373,000	\$373,000	Y	1,289 cases
SSA: Staffing & Admin	\$1,362,400	\$1,362,400	NA	31
8. VET – Student Engagement & Experience				
VET: Student Engagement & Experience	\$30,000	\$30,000	Y	678
9. Marketing				
SSA: Student Content Creation	\$141,000	\$141,000	Y	68
10. Events				
SUT: Transition and Orientation	\$200,000	\$252,000	Y	6629

SSA: Orientation Activity & Events	\$480,000	\$480,000	Y	6629 <i>SSAF-funded Orientation activities covered all registered Orientation attendees. Additionally, these activities engaged a secondary cohort not captured in standard SUT Orientation metrics; this includes current students participating in events, student volunteers and club representatives, and VET students who were present but unrecorded.</i>
Total	\$8,186,800	\$8,187,665		

Table 5. 2025 SSAF Allocation Summary – per key area

Organisations, bodies or third-party providers that received SSAF funding in 2025

1. Allocation of SSAF revenue – non-student-led organisations

Organisation Name ¹	Australian Business Number (ABN)	Supported Key Area	Total SSAF Funding Received from provider \$	% of total SSAF revenue collected by the Provider
Swinburne University of Technology (SUT)	13 628 586 699	6, 8, 18	\$4,029,400	49.22%
Online Education Services (OES) trading as Swinburne Online (SOL)	75 148 177 959	9	\$25,000	0.31%
		Total SSAF provided to non student-led organisations	\$4,054,400	49.52%

Table 6. Other SSAF Funding Recipients 2025 - third party, non-student-led

¹ Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

2. Allocation of SSAF revenue to student led organisations – evidence of meeting requirement of 40 per cent

Organisation Name ²	Australian Business Number (ABN)	Supported Key Area	SSAF Funding Received from Provider \$	% of total revenue collected by the provider	If below 40 per cent, is there an agreed transition plan in place	Details of transition plan
Swinburne Student Association	34 682 527 448	1, 2, 3, 5, 6, 8, 9, 14, 16, 17, 18	\$4,157,400	50.78%	NA	NA
		Total SSAF provided to student-led organisations	\$4,157,400	50.78%	NA	NA

Table 7. Other SSAF Funding Recipients 2025 – third-party, student led

² Note: Only organisations, bodies or third-party providers who receive over \$1,000 in SSAF funding are expected to be disclosed.

[Under the Act and the SSARA Guidelines, for an organisation to be eligible to receive 40 per cent of SSAF revenue the provider will need to ensure that the organisation meets the:

- definition of being a student-led organisation as set out in Section 19-39 (3) of the Act;
- requirement that decisions of the organisation can be taken independently of their provider as set out in Section 20(a)(i) of the SSARA Guidelines;
- requirement that audited accounts are kept and published providing transparency about income and expenditure as set out in Section 20(a)(ii) of the SSARA Guidelines; and
- good corporate governance standards in relation to record keeping, risk management, fraud prevention and financial controls as set out in Section 20(a)(iii) of the SSARA Guidelines.

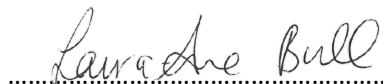
3. Attestation that student-led organisations in receipt of a minimum of 40 per cent of SSAF revenue are meeting governance requirements

Organisation Name ¹	Majority student-led	Democratically elected leaders	Independence	Audited accounts	Corporate Governance policies and procedures established and adhered to	If replying no on any measure, is there an agreed transition plan in place?	Details of transition plan
Swinburne Student Association (SSA)	Yes	Yes	Yes	Yes	Yes	NA	NA

Table 7. Attestation – 40 per cent of total SSAF Revenue to Student Led Organisations

I, Laura-Anne Bull, Deputy Vice-Chancellor (Education, Experience and Employability) of Swinburne University of Technology, 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 cursive script that reads "Laura Anne Bull". The signature is written in black ink and is positioned above a horizontal dotted line.

Professor Laura-Anne Bull

Deputy Vice-Chancellor (Education, Experience and Employability)

Swinburne University of Technology

CRICOS 00111D | RTO 3059 | TEQSA PRV12148 Australian University

22nd June 2026

Appendices

Appendix A

23 June 2025



Josh Gilligan
Swinburne Student Association
GS Building, 34 Wakefield Street
Hawthorn VIC 3122

SSA SSAF Redistribution

Dear Josh,

I write to confirm that the proposed reallocation of SSAF funding outlined in the memo submitted by the Swinburne Student Association (SSA) has been reviewed and approved by Swinburne's SSAF Allocation and Reporting Committee (SSAF ARC).

While the current SSAF Agreement remains in draft form, I acknowledge SSA's intent to operate in accordance with the obligations set out therein, including those within *Schedule 2 – Services*. In line with the requirement that changes of more than 10% to the SSAF allocation receive written approval from Swinburne University of Technology, this letter serves as formal confirmation of approval by the SSAF ARC.

This approval is granted on the understanding that the proposed changes support the continued enhancement of student services, remain aligned with the intent of SSAF funding, and uphold the shared commitment to student equity and experience.

Should further clarification be required, I remain available for follow-up discussions as needed.

Yours sincerely,

A handwritten signature in black ink that reads 'Laura-Anne Bull'.

Professor Laura-Anne Bull
Deputy Vice-Chancellor (Education, Experience and Employability)