

Student Services and Amenities Fee (SSAF) Policy

Section 1 - Background and Purpose

(1) La Trobe will charge students a Student Services and Amenities Fee (SSAF) determined annually by the University within the limits set by the Commonwealth government. The fee will be used to fund student representation, facilities, amenities and services as permitted by the legislation.

(2) The University will determine specific fees for full-time and part-time students within limits prescribed by the Commonwealth government and may exempt particular groups of students from the fee. The fees will be the same at all locations at which they are charged.

(3) The part-time fee will be 75 per cent of the full-time fee.

(4) The fees and exemptions for a particular year will be published on the University website no later than 1 October in the preceding year.

Section 2 - Scope

(5) Applies to:

- a. All campuses
- b. All courses, including courses involving third party provider partnerships, out-bound exchange and cross-institutional studies
- c. All enrolled students

Section 3 - Policy Statement

(6) The University will charge a fee (SSAF) for student services and amenities of a non-academic nature. The specific fee will be determined annually during the University's normal fee-setting process, within limits prescribed by the Commonwealth government. The fee will be spent on items permissible under the relevant legislation, such as sporting and recreational activities, employment and career advice, child care, financial advice and food services.

(7) The SSAF is a prescribed fee under the University's [Fees Statute 2009](#). An unpaid overdue SSAF is a debt to the University. Until paid, it will result in the withholding of services and privileges specified in the [Fees Statute 2009](#).

Section 4 - Procedure

Determination of Fee

(8) The SSAF will be charged in two half-year instalments: Student Services and Amenities Fee Period One (1 January to 30 June) and Student Services and Amenities Fee Period Two (1 July to 31 December).

(9) Where a student has an eligible enrolment load greater than or equal to 0.375 EFTSL in any single Student Services and Amenities Fee Period, the student will be charged the full-time rate for that SSAF Fee Period.

(10) Where a student has an eligible enrolment load less than 0.375 EFTSL but more than 0.000 EFTSL in any single Student Services and Amenities Fee Period, the student will be charged the part-time rate for that SSAF Fee Period. Where a student has an eligible enrolment load of 0.000 EFTSL in any single Student Services and Amenities Fee Period, the student will be charged no fee for that period.

Exemptions from the Fee

(11) All students are subject to the SSAF except for those included in the list of exemptions published annually in Schedule A to this Procedure. All enrolment load will be used in the calculation of liability unless exempted in Schedule A.

Payments Directly to the University

(12) The maximum SSAF charged by the University will be the maximum prescribed in the [Higher Education Support Act 2003](#), which is detailed at <http://www.latrobe.edu.au/students/fees/amenities-fee>. The SSAF details published at this web site will be updated each year by the University.

(13) Students are required, by the incurral date for each SSAF study period to:

- a. if eligible for SA-HELP, have undertaken the appropriate steps, in accordance with the [Higher Education Support Act 2003](#), to defer payment of the SSAF through the Government SA-HELP assistance, or
- b. have paid the SSAF liability in full by the Payment Due date set.

(14) If a student is permitted to enrol in a subject after the relevant census date for that subject, the student will be liable for the applicable SSAF at the time of enrolment.

(15) If a student withdraws from a subject after the relevant census date for the subject, the student will remain liable for the applicable SSAF.

Accessing SA-HELP

(16) Students who are Australian citizens or permanent humanitarian visa holders resident in Australia can access SA-HELP assistance. Students who wish to access SA-HELP to defer a Student Service and Amenities fee need to complete, sign and return the SA-HELP form on or before the incurral due date. Details may be found in the SA-HELP information booklet available from Student Financial Services or from the StudyAssist website.

Commonwealth Assistance Notices (CANs)

(17) A Commonwealth Assistance Notice (CAN) will be issued within 28 days of the date the SA-HELP debt was incurred. Students will be required to review the CAN and report any errors by the process described in the SA-HELP information booklet.

Remissions of SA-HELP Debt

(18) The SA-HELP assistance loan debt cannot be remitted under any circumstances.

Refunds of SSAF payments Made Directly to the University

(19) A refund of the SSAF will be paid only when:

- a. the eligible enrolment load = 0.000 EFTSL in any single Student Services and Amenities Fee Period and after

the incurral date; or

- b. the University withdraws a student's enrolment after the census date due to circumstances initiated by the University.

Penalties for Non-Payment

(20) Any student who, by the debt incurral date has not:

- a. if eligible for SA-HELP, undertaken the appropriate steps, in accordance with the Higher Education Support Act 2003, to defer payment of the SSAF through the SA-HELP assistance scheme, or
- b. paid the SSAF liability for the SSAF period in full

will be in breach of the University [Fees Statute 2009](#) and appropriate penalties will apply.

Appeals Against SSAF Charge

(21) A student may appeal to the Executive Director, Student Services and Administration or nominee against the SSAF charged by the University where the student can demonstrate that:

- a. the student was charged the full-time SSAF but actually had a part-time enrolment (i.e. an enrolment of less than 0.375 EFTSL) for the relevant SSAF Fee Period; or
- b. the student should have been exempt from the SSAF (i.e. the student should have been recognised as a member of one of the exemption categories listed in Schedule A to this Procedure).

(22) Appeals must be in writing, must be supported by evidence, and must be addressed to:

SSAF Appeals Officer
c/- Executive Director, Student Services and Administration
Student Services and Administration
La Trobe University, Victoria, 3086

Section 5 - Definitions

(23) For the purpose of this Policy and Procedure:

- a. EFTSL: Equivalent Full-Time Student Load. It is a measure of the study load, for a year, of a student undertaking a course of study on a full-time basis.
- b. SA-HELP: the Commonwealth government scheme that provides eligible students with a loan to cover the student services and amenities fee imposed on them by their higher education providers.

Section 6 - Stakeholders

Responsibility for implementation – Student Financial Services (Administration); and ICT (technical support).

Responsibility for monitoring implementation and compliance – Executive Director, Student Services and Administration.

Status and Details

Status	Historic
Effective Date	9th November 2016
Review Date	1st April 2017
Approval Authority	Vice-Chancellor
Approval Date	9th November 2016
Expiry Date	22nd November 2017
Unit Head	Richard Frampton Executive Director, Student Services and Administration +61 3 94793666
Author	Rebecca Sawyer Senior Advisor, Policy and Planning
Enquiries Contact	Student Services and Administration