



Student Services Amenities Fee Policy (SSAF) (UNISA)

1 Purpose and Objectives

- 1.1 The Student Services Amenities Fee (SSAF) is a fee charged by Universities and other Higher Education Providers as per the Higher Education Support Act 2003 legislation. Revenue raised by the fee funds the services provided by these education institutions for its students, such as academic, welfare and accommodation services. The Federal Government has strict rules and requirements of the institutions when charging an SSAF so as to ensure the money is spent as per the legislative intention.

2 Definitions, Terms, Acronyms

Throughout this policy the following definitions apply:

- **SSAF:** Student Services Amenities Fee charged by Universities and other Higher Education Providers as per the Higher Education Support Act 2003 legislation.

3 Policy Scope

Who Must Pay The SSAF?

- 3.1 Le Cordon Bleu Australia (LCBA) students enrolled in the following programs will be required to pay a Student Services Amenities Fee (SSAF) for each subject studied at the City West campus of University of South Australia (UniSA):
- Master of Business Administration (International Hotel & Restaurant Management)
 - Master of International Hospitality Management, or one of its embedded programs:
 - Graduate Diploma in International Hospitality Management
 - Graduate Certificate in International Hospitality Management
 - Bachelor of Business (International Hotel Management)
 - Bachelor of Business (International Restaurant Management)
 - Bachelor of Business (Food Entrepreneurship)
 - Bachelor of Business (Wine Entrepreneurship)
- 3.2 UniSA charges both domestic and international students with the exception of domestic students studying their programs external (off-campus). Please see “Who pays the SSAF?” table on <http://w3.unisa.edu.au/fees/ssaf/payment.asp#who>



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4 Procedure

How Much will Students be Charged?

- 4.1 UniSA will charge LCBA as per the calculations indicated on their website under "Calculating your SSAF" on <http://w3.unisa.edu.au/fees/ssaf/payment.asp>
- 4.2 LCBA passes on this cost directly to students via invoices and / or Commonwealth Assistance Notifications (CANs). LCBA will issue invoices to students for each study period in which the SSAF is incurred. The invoice will be itemised with a clear payment due date. Payments received after the Census Date may incur a late payment administration fee of \$150.

Can Eligible FEE-HELP Students Defer their SSAF Payments?

- 4.3 Yes, eligible students deferring their tuition fees via FEE-HELP are also eligible to defer their SSAF payments via SA-HELP. To apply, students must complete the Request for SA-HELP Assistance form available from either LCBA Student Services offices (Adelaide, Sydney) or from the LCBA Fee-HELP Administration Officer.
- 4.4 Completed forms must be received by the LCBA Fee-HELP Administrations Officer or the LCBA Student Services Office (Adelaide or Sydney) either on or before the LCBA Census Date of the study period to which the student is applying for assistance. Schedules featuring the LCBA Census Dates are published on the LCBA website (FEE-HELP information web page).

5 Related documents

Where can I Find More information?

- 5.1 To find more information about UniSA charging the SSAF, please go to <http://w3.unisa.edu.au/fees/ssaf/payment.asp>
- 5.2 To find out more information about SA-HELP, please go to the SA-HELP section on the (Federal Government) Study Assist website.

To talk to someone at LCBA about the SSAF or SA HELP, please contact:

- LCBA Fee-HELP Administration Officer, Email: feehelp@cordobleu.edu or phone (08) 8348 3005

OR

- LCBA Student Services:
 - Adelaide: studentservicesadelaide@cordobleu.edu or phone (08) 8348 3000
 - Sydney: studentservicessydney@cordobleu.edu or phone (02) 8878 3100



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Change and Version Control

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Page 3 of 3

SSAF UNISA Student Services Amenities Fee Policy_Policy General_GH UNISA

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