

Holmesglen Institute

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.

[Submission of this plan to the Department of Education does not constitute agreement to the report. The department performs audits on published information and will follow up with providers if there are concerns of non-compliance with a provider's obligations under the Act and SSARA Guidelines.]

SSAF Consultation and Achievements

During the 2025 year, Holmesglen allocated 60% of the SSAF to health and wellbeing services to support student success. The remaining 40% was allocated to the [Student Life](#) team who consulted with students through Holmesglen's Student Representative Council, to allocate funding to student activities and other allowable SSAF expenses. Based within the Student Wellbeing Department, Holmesglen's Student Life team are responsible for overseeing student voice and partnership activities, for providing orientation, campus life and recreational experiences for students, and for supporting student led initiatives, clubs and associations.

SSAF expenses were overseen by the Student Representative Council, with events and activities organised by the [Student Life](#) team. In 2025, Holmesglen allocated \$58,585 to employ a Graduate Officer position to support the Institute to transition towards a student led Student Association to meet the student led organisation criteria under the SSARA Guidelines (2022). The Graduate Officer led the [Student Association](#) and chaired SRC meetings, while being mentored by the Student Life team.

The SSAF continued to support key student wellbeing and engagement activities. Holmesglen offers the following health and wellbeing services to its students, of which a small portion of the costs were funded through the SSAF:

- Campus doctors at our Chadstone and Moorabbin campuses.
- Student counsellors at all campuses.
- A welfare officer to support students who are in financial need, are experiencing food insecurity or experiencing homelessness. Financial scholarships and foodbank are provided through the Holmesglen Foundation: [Holmesglen Foundation](#).
- A Safer Community Program Manager to support students at risk of harm or causing harm to others.
- Disability liaison officers and education access staff at all campuses to support learners with disability.
- Koorie student support officers.
- Our Learning Skills Centre provides academic support both in class and in small group or 1:1 sessions.
- Learner support managers monitor international student progress and provide early intervention and referral to services.

The remaining 40% was used to fund activities overseen by the Student Association, such as:

- Heavily subsidised student trips (e.g. Mt Buller, [Holmesglen at Eildon](#), Peninsula Hot Springs).
- Wominjeka or "O" Week activities.
- Diversity and Inclusion events through our [Student Life](#) team.

- Student led clubs and societies such as the Holmesglen Student Association, the Holmesglen Pride Network and a student led music club.
- Promotion and celebration of International Nurses Day for our Bachelor of Nursing.

During 2025, the Student Wellbeing Department commenced work on Holmesglen's transition plan to allocate a minimum of 40 percent of SSAF revenue to student-led organisations as required under the Higher Education Support Act 2003. Consultation included:

- Employment of a Graduate Officer – Student Voice and Partnership
- External consultation regarding the best model and governance structure for an independent Student Association
- Consultation with students and the current Student Representative Council regarding appropriate structure, oversight, budget and support required
- Development of draft terms of reference, policies, election and induction processes
- Student oversight of the 2025 SSAF expenditure

Regrettably, following extensive consultation, due to the feasibility of establishing a fully independent, student led association, Holmesglen made the decision to withdraw its transition plan and discontinue charging the SSAF from 2026 and beyond.

SSAF Revenue Summary

	2025 Allocation \$ ¹	2025 Actual \$
SSAF Revenue	\$267,000	\$187,568
SSAF revenue carried forward from 2024	\$0	\$0
Total SSAF funds available for 2025	\$267,000	\$187,568
SSAF revenue carried over into 2026	\$0	\$0

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 **\$365**.

Student Status	2025 SSAF charged \$ ²	Number of students charged in 2025 ³
Full-time ¹ (> 0.75 EFTSL)	\$365	682
Part-time ¹ (< 0.75 EFTSL)	\$273	79
	Total:	761

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 [insert reported year]. 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 [insert reported year] as the total EFTSL they undertook in [insert reported year] was equal to 0.875.

Student Status	2025 SSAF charged \$ ²	Approx. number of SSAF students remote learning 2025
Remote learning/Online only	0	0

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. [\[Please remove the last line of this note if it is not relevant to your organisation.\]](#)

SSAF Allocation Summary

Key areas of expenditure 2025

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 and Wellbeing Services	\$160,200	\$113,499	Yes	381
2. Clubs or other associations	\$0	\$0		
a. Recreational and Sporting	\$10,000	\$3,201	No	24
b. Internal student politics	\$0	\$0		
c. Gender, sexuality, ethnicity, race, or nationality-based	\$0	\$1,339	No	37
d. Areas-of-study related e.g. law	\$0	\$1,440	No	330
e. Other activities e.g. music, debate, chess	\$0	\$91		8
f. Other: Provision of graduate employment opportunities	\$58,585	\$56,446	No	1
g. Administrative support and catering: Student led clubs and other associations	\$5,000	\$2,755	No	8
3. Accommodation	\$0	\$0		

4. Employment/career services	\$0	\$0		
5. Legal aid	\$0	\$0		
6. Support for financial affairs	\$0	\$0		
7. Other student amenities	\$0	\$0		
8. Campus orientation and information dissemination	\$15,000	\$4,767	Yes	110
9. Learning and welfare support for student success	\$7,500	\$1,800	Yes	36
10. Promotion of health and wellbeing services to students	\$4,215	\$430	Yes	53
11. Supporting of student led media content and information	\$3,000	\$0		
12. Provision of specific international student welfare	\$3,500	\$1,800	Yes	36
Total	\$267,000	\$187,568		

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

None

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

Organisation Name ¹	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
Holmesglen Student Association (SRC)	N/A – not an independent business entity yet	2, 8, 9, 10, 12	\$65,272	40%	N	Holmesglen withdrew its transition plan and no longer charges the SSAF
		Total SSAF provided to student-led organisations	\$65,272	40%		

2. 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
Holmesglen Student Association (SRC)	Yes	Yes	No	No	No	No	Holmesglen withdrew its transition plan and

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

							no longer charges the SSAF
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Declaration by Person of Authority

I, Stuart Hunter-Fisher, Executive Director Engagement and Support of Holmesglen Institute, 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.



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Signature of Person making Declaration

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Stuart Hunter-Fisher

Full name of Person making Declaration

.....
Executive Director - Engagement and Support

Position of Person making Declaration

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08/07/2026

Date