

## Student Services and Amenities Fees (SSAF) Application For University of Adelaide Staff Exemption

Students enrolled in an Academic Program on a full-time or part-time basis will be charged a Student Services and Amenities Fee (SSAF). Information regarding the SSAF is available at <http://www.adelaide.edu.au/student/finance/ssaf/>.

University of Adelaide staff members who are studying at the University of Adelaide are eligible to apply for an exemption from payment of the SSAF, which will then be paid by the University on behalf of the staff member.

In order to be eligible for exemption staff must be employed by the University of Adelaide permanently or on a fixed term contract at the time the SSAF is charged.

**The deadline for applications is 7 days before the due date as printed on the first SSAF invoice received, for which you wish to apply for an exemption.**

- The application must be signed by the staff member's Manager
- Staff members are only required to submit one application form per year
- A new application must be submitted each Academic Year

**Please note:**

**Staff members should be aware that exemption from payment of the SSAF may have Fringe Benefit Tax (FBT) implications. A \$1,000 per FBT year in-house benefits exemption is available. Therefore if you are receiving other in-house benefits, exempting the SSAF could take you above the threshold and FBT may apply. (In-house fringe benefits are benefits that are identical or similar to the benefits provided to customers in the ordinary course of business) Please contact your personal Financial Advisor for advice on these implications.**

Staff members who choose not to apply for the exemption are required to pay the SSAF by the due date, or alternatively apply for a SA-HELP loan to defer the SSAF to the Australian Taxation Office. ***If you apply to defer the SSAF to SA-HELP, once the fee has been deferred (after the due date) a subsequent application for a Staff Exemption cannot be accepted for that period. The SA-HELP deferral cannot be revised, and your debt will remain with the Australian Taxation Office. In these circumstances your staff exemption will not be processed.***

Staff members who apply will still receive an invoice for the SSAF in Access Adelaide. On, or before the due date, the SSAF staff exemption will be applied to the staff member's student account, removing the charge from the account.

Staff members who are already in a group that is SSAF exempt are NOT REQUIRED to complete this form. For example Higher Degree Research students are exempt. The exempt groups are listed at <http://www.adelaide.edu.au/student/finance/ssaf/>.

In order to apply complete the details below and submit the form to Student Finance via email to [studentfinance@adelaide.edu.au](mailto:studentfinance@adelaide.edu.au). Enquires may be made to Student Finance via email or by phone Ext 35880.

**Staff Details:**

Staff Member Full Name		Staff Id	
Program of Study		Faculty or Division	
		School or Department	
Staff Member Signature		Date	

**Manager Authorisation:**

Manager Name		Manager Signature		Date	
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