

## Ministerial Direction on Compulsory Student Services Fees for 2012

Pursuant to sections 227A(1) and 235D(1) of the Education Act 1989, I give the following direction to institutions and registered private training establishments (together referred to in this direction as “providers”):

### *Objective*

1. The objective of the direction is to ensure accountability in the use of compulsory fees for student services.

### *Coverage*

2. All providers that charge a compulsory student services fee to domestic students must comply with the provisions of this direction.

### *Effective date*

3. Providers must give effect to this direction as soon as reasonably practicable after 1 January 2012 and by no later than 1 July 2012.

### *Decision-making*

4. Providers must establish adequate arrangements for decisions to be made jointly, or in consultation with the students enrolled at the provider, or their representatives, on the following matters:
  - (a) the maximum amount that students may be charged for student services; and
  - (b) the types of services to be delivered (within the categories set out under paragraph 8 of this direction); and
  - (c) the procurement of these services; and
  - (d) the method for authorising expenditure on these services.

### *Accounting for the use of compulsory student services fees*

5. Providers must either hold compulsory student services fees in a separate bank account, or ensure that all income and expenditure associated with the provision of such services is separately accounted for in the provider’s accounting system.

### *Reporting on compulsory student services fees*

6. Institutions must include a description of the services funded out of the compulsory student services fee and a statement of the fee income and expenditure for each type of student service in their annual report.
7. Registered private training establishments must provide students with a written report, describing the services that have been funded out of the compulsory student services fee and a statement of the fee income and expenditure on each type of student service.

### *Categories of student services*

8. Providers may charge compulsory student services fees to support the delivery of the following categories of services:
  - (a) **Advocacy and legal advice:** Advocating on behalf of individual students and groups of students, and providing independent support to resolve problems. This includes advocacy and legal advice relating to accommodation.
  - (b) **Careers information, advice and guidance:** Supporting students’ transition into post-study employment.
  - (c) **Counselling services and pastoral care:** Providing non-academic counselling and pastoral care, such as chaplains.
  - (d) **Employment information:** Providing information about employment opportunities for students while they are studying.
  - (e) **Financial support and advice:** Providing hardship assistance and advice to students on financial issues.
  - (f) **Health services:** Providing health care and related welfare services.
  - (g) **Media:** Supporting the production and dissemination of information by students to students, including newspapers, radio, television and internet-based media.
  - (h) **Childcare services:** Providing affordable childcare services while parents are studying.
  - (i) **Clubs and societies:** Supporting student clubs and societies, including through the provision of administrative support and facilities for clubs and societies.
  - (j) **Sports, recreation and cultural activities:** Providing sports, recreation and cultural activities for students.

HON STEVEN JOYCE, Minister for Tertiary Education.