

## Student Services Fee (SSF)

### Overview

The Student Services Fee (SSF) is an additional levy on top of your course cost. The fee funds key services for students to assist their success, retention, and overall wellbeing while studying at **Skills Institute**.

SSF is compulsory for provider-based intramural enrolments and optional for other types of learner situations, such as for work-based trainees or those studying extramurally. All domestic students must pay the fee and can borrow the amount against their student loan (or have it covered if eligible for “Fees Free Study”).

#### 2024 Fee

- **\$200 (GST inclusive)** per full-time student for study of **less than 120 credits**.
- **\$400 (GST inclusive)** per full-time student for study of **over 120 credits**.

#### 2023 Fee

- **\$200 (GST inclusive)** per full-time student for study.

### What the Fee Covers

The SSF supports the provision of the following services:

#### Careers and Employment Support

- Access to information, advice, and guidance during study and for up to six months after course completion to help transition into employment or higher-level studies.
- Careers and employer information, CV support, interview practice, internship preparation, and careers counselling.
- Strong focus on supporting Māori, Pasifika, and those under 25 years old.
- Links with employers, industry vacancies, and internship opportunities as part of the course.
- Support from the Employers and Careers Manager, Student Support Advisors, and tutoring staff, including guest speakers offering advice on interview dialogue, clothing, deportment, and professional attitude.

#### Pastoral Care

- Support with MSD/WINZ and StudyLink processes.
- Contact information and facilitation of meetings with external community or social service providers for students experiencing social, cultural, or financial hardship.

#### Sports, Recreation, and Cultural Activities

- Regular on-campus student events throughout the year celebrating a wide range of cultural events, embracing the diversity of the student body.
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### Decision-Making Process

The SSF amount and its use are set in consultation with student representatives and agreed upon at Student Council Meetings.

- 2024 Fee: Agreed at the Student Council Meeting on 30 May 2023.
- 2023 Fee: Agreed at Student Council Meetings held between 11 and 14 October 2022.

Skills Institute holds regular Student Council Meetings throughout the year, attended by elected student representatives, academic staff, management, and Student Support teams. Decisions on SSF use and the following year's fee are made collectively at these meetings.

**If you wish to be involved or provide feedback on how the SSF is set or used, please contact your class student representative and/or your tutor.**