

COMPULSORY STUDENT SERVICES FEE (Student Levy) – 2020

The CSSF, or Student Levy as it is sometimes called, is a compulsory non-tuition fee that is charged to students as a condition of enrolment. Students and institutes work together to set the fee, following guidelines set by the Minister of Education (Tertiary). The Ministerial Direction sets out three key actions, related to decision-making, accounting for the fee, and reporting on its use. It also specifies what categories of student services the fee can support namely,

- Advocacy and legal advice
- Careers information, advice and guidance
- Counselling services (including chaplaincy)
- Employment information
- Financial support and advice
- Health services
- Media
- Childcare services
- Clubs and societies
- Sports, recreation and cultural activities

Note: The fee cannot be spent on services such as learning support, disability services, library or targeted support such as youth. These areas get separate funding from the government and other funding streams.

How much is the CSSF?

In 2020 the CSSF is \$250.00 per equivalent full-time student (EFTS). The fee is pro-rata, so students enrolled part time or only doing a half year programme (0.5 EFTS) pay \$125.00

How does this compare with what other Polytechnics charge?

CSSF fees charged from other providers are listed in the table below and expressed as amounts charged per equivalent full-time student.

	EIT	ARA	NMIT	WINTEC
2020	\$304.00	\$320.00	\$240.00	\$515.00

What support services does the CSSF fund contribute to in 2020? see more details [here](#)

Health Services - 40% of CSSF

The health services provided include a fully staffed health clinic giving students access as needed to a range of health services in the area of injury, family planning, mental health, immunization, sexual health and health monitoring; the availability of a doctor on campus one day a week free of charge; health promotion events that encourage proactive wellbeing and health management.

Counselling Services (including Chaplaincy) – 25% of CSSF

This service provides students access to free confidential counseling sessions to empower students to fully engage in study. The counsellor is involved in crisis intervention and support, delivering in-class workshops, running wellness promotions and follow up of students with mental illness. Students have access to an ecumenical chaplain providing pastoral and hardship support, a non-judgmental listening ear and support in times of illness, confusion and bereavement.

Careers and Employment Services -15% of CSSF funding

WITT provides career development advice and guidance as well as employment information. Career development may start prior to enrolment through to assisting you to work through what you want to do and where you could pursue relevant study. Throughout your study you are supported to develop the skills and attributes that will maximise your advantage in the employment market. You have access to Student Job Search and iWITT for finding employment. Online resources are available to enable you to work independently, or you can attend workshops and have access to one-to-one guidance where necessary.

Sport, Recreational and Cultural Activities – 20% of CSSF funding

WITT provides a range of free student events, recreation and activities throughout the academic year. The events are structured to support student's wellbeing and success, to connect students and generally have fun. We also have a state of the art gym on campus, the Fitness Factory with free membership for students. WITT supports the development of student groups as well as the development of a highly effective student voice and student leadership network. We also offer cultural events and celebration of many diverse cultures of WITT students and mark many key ethnic, cultural and spiritual celebrations.

Note: WITT also contributes financially to the provision of these services.

What if I don't use any of the services funded through the CSSF?

WITT offers a range of student services and facilities designed to support students through their study and enhance the student experience. The Student Services levy makes a small contribution to the costs of these services. The services funded by the CSSF have been determined by the institute, in consultation with students, as necessary for the student community. Even if a particular student does not use the services funded, they are liable to pay the levy to support the collective provision of these services.

How is the CSSF set and how are students consulted in the process?

WITT is committed to ensuring students and/or their representatives are consulted as regards the levy amount and the support services it is spent on. WITT works closely with Student Leaders (a group of nominated representatives from programmes and classes) in this process. The consultation process starts in July each year, with CSSF spending reports and TEC documentation being presented to a student leader group. Student Leaders are charged with consulting with the wider student body. They do this either through their own class/department networks and- via a biennial CSSF survey. The 2019 CSSF survey report is available on iWITT, Student Voice site.

Setting the 2020 CSSF

In July 2019 the Director of Student Services met with Student Leaders to begin the consultation process. At the time Student Leaders were provided with information on CSSF; purpose, ministerial directive, previous amounts charged and spending, and at the Student Leaders request, organised the biennial CSSF survey, to enable them to hear the wider student voice. In August WITT Management signalled to the Student Leader Group that they were seeking an increase in the CSSF for the 2020 academic year from \$150.00 to \$250.00 an EFT, pro-rata. (The amount of \$150 had not been increased for four years). The Director of Finance met with Student Leaders to discuss the proposed increase and outline the proposed scope of services which the increased fee would cover. In response the Student Leaders presented the following to WITT Management:

To whom it may concern,

Regarding the 2019 student leader recommendation for the use of CSSF delegation of funds; we vote for the fee increase (increased to \$250 p.a., pro-rata per EFTS) to go towards the gym and other services as listed below.

As per the proposed draft budget for 2020 that has been provided, we understand that the CSSF revenue is divided as such: 25% towards counselling service, 40% towards health services, 15% towards career advice and employment info and 20% toward sport, rec and cultural activities. We understand that WITT will be providing the remainder of the funds to cover further costs, salaries and any proposed loss that may occur.

We are also providing this recommendation on the information provided, that the gym will be free for all students to use.

Kind regards,

Amy Lever on behalf of the student leaders 2019.

WITT seeks feedback from students on the quality of support services through a range of channels: student voice, student first impressions and student satisfaction surveys, student evaluation of study and face to face feedback through individual aspects of the service. Student Survey reports and the institutes response to student feedback are available on iWITT, Student Voice site.

Where can I find out more about the CSSF?

As part of the Ministers directive, institutes have to report on how the CSSF levy is charged and spent. This information is available on the [WITT website](#) and in our [annual report](#). The Tertiary Education Commission has produced guidance information for tertiary education providers. This can be found on the [TEC website](#). Alternately if you would like to discuss the Student Levy with someone at WITT, provide feedback or engage more directly in future decision making, contact the Director Student Support Services Z.hinton@witt.ac.nz