

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

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)

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.

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. Enquires may be made to Student Finance via email or by phone Ext 35880.

Staff Details:

Staff Member Staff Id
Full Name

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Manager Authorisation:

Manager Name		Manager Signature		Date	
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