



MATERIALS FEES REQUEST FORM

Course Prefix/Number/Name: _____

Division: _____ Department: _____ Term/Year Fee Becomes Effective: _____

In proposing an instructional materials fee, the following information must be provided to the Office of Academic Services:

1. The course for which the fee will be charged
2. The proposed fee to be collected
3. The specific materials that will be purchased with the fees collected
4. The per-student cost of these materials if the student were to purchase them on the open market (documented with an internet screen, vendor information, something tangible and attached)
5. The term when the fee should be effective

[BP5031 Instructional Materials Fees \(Board Policy\)](#)

[AP5031 Instructional Materials Fees \(Administrative Procedures\)](#)

[Student Fee Handbook 2012--Material Fee page 8](#)

Materials Fees Calculation Per Student

"Instructional and materials" mean any tangible personal property which is owned or primarily controlled by an individual student.

ITEM	DESCRIPTION	QUANTITY	AMOUNT
1			
2			
3			
4			
5			
8			
9			
10			
Total Course Materials Fee			\$

Briefly describe how this materials fee relates to the required objectives of the course.

Does this proposed materials fee meet the minimum amount required to satisfy the course objectives? Yes ___ No ___

Total cost per student/Proposed fee to be collected:		\$ _____
Faculty _____	Date _____	
Dean _____	Date _____	
VP Academic Services _____	Date _____	
Other _____	Date _____	