



Course/Instructional Material Fees Request

Course ID: _____ Course Name: _____ Date: _____

Required Course/Instructional Material Fees must meet certain conditions, per Student Fee Handbook, issued by the Chancellor's Office, January 2004: **"Required instructional and other materials"** are defined as materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of a course.

General Guidelines for Course/Instructional Material Fee Pricing:

When the **college/district is the only source** of instructional, health or safety materials, the materials will be provided **less expensive to students** than can generally be obtained elsewhere **AND** the **materials provided** to will be priced at or below the **college's/district's actual cost**.

Additionally, the college/district can require specific materials when there is a **health or safety*** concern related to an instructional program or course. Specific brands and item type may be required by proprietary equipment for the safe operation of the equipment.

All the following conditions must be met in order for course/instructional material fee to be required.	Yes	No
1) Will the material fee provide the student with tangible personal property that is owned and controlled by the student ?	<input type="checkbox"/>	<input type="checkbox"/>
2) Does the material relate to required objectives of the course?	<input type="checkbox"/>	<input type="checkbox"/>
3) Does the material have continuing value outside the classroom ?	<input type="checkbox"/>	<input type="checkbox"/>
4) Is the amount of material consistent with the amount students need to meet the objectives of the course?	<input type="checkbox"/>	<input type="checkbox"/>

* Items marked Health or Safety do not necessarily need to satisfy items 1 through 4 above, rather where Health or Safety concerns are cited, explanations are also provided. (See Back for Check List)

REQUIRED Course Materials: Tangible Personal Property (Provide description of items)	Health or Safety (Y/N)	Quantity: Number Used By the Student	Unit Cost: Retail Price (\$)	Item Total: (Quantity X Retail Price) (\$)
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
6.			\$	\$
7.			\$	\$
8.			\$	\$
9.			\$	\$
10.			\$	\$
TOTAL:				\$

New Course: Yes No Fee Revision: Yes No Fee Revision Date: _____ (Semester/Year)

Fee Change from: \$ _____ to \$ _____ Fee Change Effective: _____ (Semester/Year)

Division Chair: _____ Date: _____

Dean/Director: _____ Date: _____

VP, Academic Affairs: _____ Date: _____

Course/Instructional Material Fee Request Form Instructions:

General Guidelines for Course/Instructional Material Fee Pricing:

When the college/district is the only source of instructional materials, such as class handouts, course syllabi, and other tangible materials the material must be provided to students at a cost less expensive than can generally be obtained elsewhere. Additionally, the materials provided to should be priced at or below the college's/district's actual cost.

1. Describe and itemize each course material fee.
2. Indicated whether the item(s) is/are required because of health or safety concerns.
3. Note the quantity the student will receive throughout the term of the course.
4. Approximate the retail unit cost.
5. Compute the estimate cost of each item.
6. Total the estimate cost of each item to derive the **Total Course/Instructional Material Fee**.
- Round **Total Course/Instructional Material Fee** downward to the nearest whole dollar or \$.50 amount.

EXAMPLE: Filled out form

Course ID: Biol 145 Course Name: Human Anatomy & Physiology Date: Fall 2004

REQUIRED Course Materials: Tangible Personal Property (Provide description of items)	Health or Safety (Y/N)	Quantity: Number Used By the Student	Unit Cost: Retail Price (\$)	Item Total: (Quantity X Retail Price) (\$)
1. Course handouts	N	150-175 pages	\$.02	\$ 3.50
2. Safety Goggles/Glasses	Y	1	\$ 5.50	\$ 5.50
3. Latex Gloves – Disposable	Y	36	\$.25	\$ 9.00
4.				
5.				
6.				
7.				
8.				
9.				
10.				
TOTAL:				\$ 18.00

HEALTH and SAFETY Concerns:

The college/district can require specific materials when there is a **health or safety*** concern related to an instructional program or course. Specific brands and item type may be required by proprietary equipment for the safe operation of the equipment. Partial list of Health or Safety related concerns requiring a mandatory course fee.

Health or Safety Cited Concerns/Issues (Check all that apply)

- Bodily harm to Self and/or Others
- Contamination of Self and/or Others
- Dangerous or Hazardous By-product
- Medical or Legal Mandate i.e., sterile syringes, Band-Aids
- Protection of Student Produced Work
- Spoilage of Materials or Student Produced Work
- Material Altered by Student Use Rendered Potentially Harmful
- Other _____