

# Course/Instructional Material Fees Request Form

Each spring semester, material fees shall be reviewed by Schools and Centers to determine whether the fees continue to be necessary and appropriate.

School/Center: \_\_\_\_\_ Discipline: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Name: \_\_\_\_\_ Date: 02/26/2019

Material fees must relate to required objectives of the course: List at least one course objective from the Course Outline of Record.

**Course Objective:** \_\_\_\_\_

**Select one of the following:**

- 1) New Course:  Yes  No  
 New Course Fee Requested \$ \_\_\_\_\_ Effective: \_\_\_\_\_ (Catalog Year)
- 2) Fee Change for existing Course:  Yes  No  
 Fee Change From \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Effective: \_\_\_\_\_ (Catalog Year)

REQUIRED Course Materials: Personal Property (Provide description of items i.e. "Resource material not found in textbook" "Dissecting kits to learn the anatomy of vertebrate organisms")	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.			\$	\$
<b>TOTAL:</b>			<b>\$</b>	<b>\$</b>

School/Center Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean, Instructional Support Services Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VPAA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Governing Board Approval: \_\_\_\_\_ Date: \_\_\_\_\_

### Procedures for Approval

- Original, signed Material Fee Form and vendor's quote for each proposed fee are sent from Schools/Centers to the Dean of Instructional Support Services.
- Instructional Support Services reviews the form and vendor's quotes then routes the Material Fee form to VPAA for signature and approval.
- Instructional Support Services prepares the Governing Board agenda item for approval on the Material Fees Summary Report.
- Approved Material Fee Forms are returned to School/Center Dean's offices.
- Approved material fees are entered into Colleague by ISS staff.
- Approved material fees are added to the next College Catalog year.
- Instructional Support Services maintains original Material Fees Form and supporting documents for compliance checks and audits.

The District is required to demonstrate that it complies with state law and regulations related to material fees (Education Code §76365). To assist with compliance monitoring, the Office of Instructional Support Services maintains records for each approved material fee.