

# Course/Instructional Material Fee Request Form Instructions:

**Required Course/Instructional Material Fees** must meet the conditions outlined in the Student Fee Handbook issued by the Chancellor's Office, October 2012: "Required instructional and other materials are 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 provided will be less expensive to students than can generally be obtained elsewhere and the materials provided will be priced at 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. (See below under Health and Safety Concerns)

### All of the following conditions must be met in order for course/instructional material fee to be required:

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| 1. What personal property (material) does the student need? If the fee is charged, what does the student get for the fee?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the material have continuing value outside the classroom?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the amount of material fee consistent with the amount students need to meet the objectives of the course?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Why does the student have to pay a fee to the district rather than supply their materials themselves? Is the district the only source of the materials? If not, will the district supply the material more cheaply than the materials obtained elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> |

## EXAMPLE: Completed form

**Course Number:** AJ171      **Course Name:** Evidence Technology      **Date:** July 25, 2019

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 \$1.00 to \$**10.00**      Effective: **19/20**(Catalog Year)

REQUIRED Course Materials: Personal Property (Provide description of items)	Health or Safety (Y/N)	Quantity: Number used by the student	Unit Cost: Retail Price	Estimated Cost: (Quantity x Unit Cost)
1. DNA Fiberglass Fingerprint Brush	N	1	\$ 1.60	\$ 1.60
2. Plaster of Paris	N	8	\$ 1.10	\$ 8.80
3.			\$	\$
<b>Total Course/Instructional Material Fee:</b>				<b>\$ 10.40*</b>

\* Note: The requested material fee is \$10.00, not \$10.40 or \$10.50. The material fee must be rounded down to the nearest half dollar.

## Instructions to complete the Materials Fee Form:

- Describe and itemize the **Required Course Material** item.
- Indicate whether the item(s) is/are required because of **health or safety** concerns. (see below:)
- Quantity:** Note the quantity the student will receive throughout the term of the course.
- Unit Cost:** Approximate the retail unit price of each item. (Provide documentation)
- Compute the estimated cost of each item. (Quantity X Unit Cost = **Estimated Cost**)
- Total Estimated Cost of each item to derive the **Total Course/Instructional Material Fee**. Round the Total Course/Instructional Material Fee down to the nearest half dollar.
- When a Material fee is established by a department for a course – the fee and materials shall be provided to students in each section of the course. Material fees forms are part of the official Course Outline of Record (COR).

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.

**HEALTH and/or SAFETY Concerns/Issues:**

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 equipment. Check Health or Safety related concerns requiring a mandatory course fee.

**Health or Safety Concerns/Issues**

- 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 \_\_\_\_\_

**Prohibited Practices**

Only fees that are specifically required or authorized by law may be imposed as mandatory fees. Fees that may not be charged under current law include:

<ul style="list-style-type: none"> <li>• Late Application Fee</li> <li>• Add/Drop Fee</li> <li>• Mandatory Student Activities Fee</li> <li>• Mandatory Student Identification Card Fees</li> <li>• Fees Charged Through Student Body Organizations</li> <li>• Nonresident Application Fee</li> <li>• Field Trips</li> <li>• Fees for Dependents of Certain Veterans</li> <li>• Fees for Required or Funded Services</li> <li>• Refundable Deposits</li> <li>• Late Payment Fee</li> </ul>	<ul style="list-style-type: none"> <li>• Fees for Distance Education (Internet Access)</li> <li>• Mandatory Mailing Fees</li> <li>• Mandatory Fee for Use of Practice Rooms</li> <li>• Apprenticeship Course Fees</li> <li>• Technology Fee</li> <li>• Nursing/Healing Arts Student Liability/Malpractice Insurance</li> <li>• Cleaning Fees</li> <li>• Breakage Fees</li> <li>• Test Proctoring Fees</li> </ul>
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**Definitions** (Title 5 §59402) (revised 8/2012)

The following definitions apply:

(a) "Required instructional materials" means any materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which the instructor determines is necessary to achieve the required objectives of a course.

(b) "Solely or exclusively available from the district" means that the instructional material is not available except through the district, or that the district requires that the instructional material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost and:

- (1) the instructional material is otherwise generally available, but is provided solely or exclusively by the district for health and safety reasons; or
- (2) the instructional material is provided in lieu of other generally available but more expensive material which would otherwise be required.

(c) "Required instructional materials which are of continuing value outside of the classroom setting" are materials which can be taken from the classroom setting, and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during the class.

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.