

Course Materials Fees

Establishment and Budgetary Review

COURSE MATERIALS FEE REQUEST

The following information is required for the establishment of a new Course Materials Fee or adjustment of an existing Course Materials Fee:

Academic Division: _____

Department: _____

Course Name(s): _____

Course Number(s): _____

Is this course: Required Required for Certain Tracks Elective

Department Contact (person to contact with questions)

Name: _____

Email _____

Phone _____

1. Which of the following does this request concern? (Please check one)
 Proposal of a new Course Material Fee
 Increase to an existing Course Material Fee
 Decrease to an existing Course Material Fee

2. What is the amount of the proposed fee? _____

3. What is the approved fee if this is not a new fee? (please refer to the published list at <http://planning.ucsc.edu/budget/miscfees.asp>) If the amount being charged is different than the published fee, please provide both amounts and describe why there is a discrepancy. _____

4. If this is an existing fee please provide the FOAPAL. _____

5. What is the cost of the text book? Please provide a range, based on source, such as used, online, rental, or new purchase. You may use the average price over the past few years.

Course Materials Fees

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- 6. On Attachment 2, provide a detailed breakdown of the fee calculation proposed, including the estimated cost of materials, number of students in the course and the source of the estimate. If this request is to change an existing fee, complete the Projected Income and Expenses portion as well. Below please include the type of expenses the fee will be used to pay for (examples include: van rental, paper and ink, chemicals for experiments, etc.) If a field trip is included, please specify the number of field trips and distance (Santa Cruz County, Bay Area, Greater California).

- 7. Provide a brief description of the basis for the proposed change (why the increase, decrease or new fee)

- 8. Explain how these expenses have been paid in past years if this is a new fee.

- 6. Is the fee mandatory for all students enrolled in the course: _____

- 7. Can students reasonably secure these materials elsewhere? If not, why not?

- 8. Fee Waivers may be granted as an exception. Please specify your Division's appeal Process (this is required).

- 9. Include an approval by the academic Division Dean.

Course Materials Fees
Establishment and Budgetary Review

Approval: Name

Title

Date