



Education Material Fees Request/Deletion

Top Code: _____

\$ _____

- Course Name & Number _____ Title _____ Fee Amount _____
(round off to the nearest dollar amount)
- Existing Course New course
- New Fee
- Revised Fee (From \$ _____ to \$ _____)
- Delete Fee

Education Code Section 763 and Title 5, Section 59400 et seq. set forth the circumstances under which students may be required to pay for instructional materials. In essence, the rule is that students can be required to pay for instruction materials, which consist of tangible personal property that has continuing value outside the classroom provided it is not available exclusively from the district. Students can only be required to purchase such materials from the district for health and safety reasons or if the materials are provided at cost in lieu of other expensive materials from outside sources. *{Title 5, Section 59400(c)}*. The Chancellor's Office has determined that such materials include, but are not limited to textbooks, tools, equipment, clothing and those materials which are necessary for a student's vocational training and employment.

Itemize materials below. The material fee cannot be greater than the actual total cost.

Material	Actual Cost	Has Continuing Value	
_____	\$ _____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
_____	_____	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Total Cost:	\$ _____		

Mandatory attachment: Provide written justification giving: Background, Analysis, Implications, and Recommended Action. (Refer to Chancellor's Appendix A, Dec. 31, 2002.)

Instructor: _____ **Date:** _____

Area Dean: _____ **Date:** _____

Vice President _____

Academic Services: _____ **Date:** _____

Date entered into college catalog system: _____