

# Course Fee Request Form

Fee Effective Date

School

Department

Course Prefix

Course Number

Course Title

Existing Course  Yes  No

If no, effective date of course

Old Course Number (if applicable)

Course Prefix

Course Number

## Course Fees

Present

Proposed

1. Incidental Instructional Fees (Designated)
2. Individual Instruction Fees (E&G)
3. Laboratory Fees (E&G)

Approval of Fees (Initial and Date):

Chair

Dean

Comptroller

## Justification For Course Fees

1. Incidental Instructional Fees - includes the \$5.00 base fee.  
Actual cost of materials and services not defined in education code.

Consumable classroom supplies

Field trips

Library books and serials

Maintenance and calibration of equipment  
(including service agreements)

Cost of overseeing internships/practicums  
long-distance calls, travel, and meals

Equipment (prorated)

Salaries

Honorariums and related expenses

Field-based expenses

Computer software (prorated)

Other

**Subtotal**

2. Individual Instruction Fees - actual cost for individual instruction of students in art, drama, speech, or music. (\$75.00 maximum)

**Subtotal**

3. Laboratory Fees - fee to cover actual cost of lab supplies and material used per students. (\$30.00 maximum)

<b>Consumable Lab Supplies</b>		
<b>Living and preserved</b>		
<b>Chemical</b>		
<b>Microscope prepared slides</b>		
<b>Photographic</b>		
<b>Glassware</b>		
<b>Other</b>		
<b>Subtotal</b>		
<b>Total</b>		

Attachment to Academic Policy Statement 031103