

# Course/Instructional Material Fees Request Revised 10/4/2022

(This form complies with the approved course outline on file.)

Coastline Community College

Golden West College

Orange Coast College

Course ID: \_\_\_\_\_ Course Name: \_\_\_\_\_ Date: \_\_\_\_\_

The law provides that students can only be required to provide materials which are of continuing value to the student outside the classroom setting; 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.

Materials provided must be priced at or below the actual cost to the district. Contract Education courses share the same material fees as other credit or noncredit courses. Regulations require that materials provided through a license or access fee shall be available to students for up to two years, satisfying the requirement that instructional materials must have continuing value outside the classroom setting. Students have the option of paying a lower price for a shorter access period.

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.

**All** the following conditions must be met in order for course/instructional material fee to be required.

1. The material is necessary for the student to achieve the stated objectives of the course
2. The material relates to the required objectives of the course
3. The material has continuing value outside the classroom
4. The amount of material is consistent with the amount students need to meet the objectives of the course
5. It is necessary for the material to be purchased by the district rather than by the student
6. If the materials are provided electronically or online through a license/access fee, the student has appropriate and sufficient access to the materials

\*Items marked Health or Safety do not necessarily need to satisfy items 1 through 4 above, rather where Health or Safety concerns are cited, explanations are also provided. (See Back for Check List)

Required Course Materials: Tangible Personal Property, Such As: (Provide Description of items)	Health / Safety (Y/N)	Quantity: Number Used by a Student	Estimated Unit Cost (\$)	Item Total Cost: (Quantity X Estimate Price) (\$)
1.			\$	\$
2.			\$	\$
3.			\$	\$
4.			\$	\$
5.			\$	\$
6.			\$	\$
7.			\$	\$
8.			\$	\$
<b>Total:</b>			\$	\$

New Course: Yes No Fee Revision: Yes No Fee Revision Date: \_\_\_\_\_

Fee Changed From: \$\_\_\_\_\_ to \$\_\_\_\_\_ Fee Change Effective (Semester/Year): \_\_\_\_\_

Fee Change Explanation (please explain the reasons for the increase/decrease in fee, be specific):

\_\_\_\_\_

Third-Party Vendor: Is the student expected to purchase/acquire items from a third-party vendor not related to the college bookstore? Yes No

Third-Party Vendor Explanation (please provide the name of the vendor and explain what additional items are needed, the cost, and the reason why a third-party vendor needs to be used, be specific):

\_\_\_\_\_

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Division: \_\_\_\_\_ Date: \_\_\_\_\_

VP Instruction: \_\_\_\_\_ Date: \_\_\_\_\_

Board Action: \_\_\_\_\_ Date: \_\_\_\_\_

# Course/Instructional Material Fees Request Instructions

## General Guidelines for Course /Instructional Material Fee Pricing

When the college/district is the only source of instructional materials, such as class handouts and other tangible materials, the material must be provided to students at a cost less expensive than can generally be obtained elsewhere. Additionally, the materials provided must be priced at or below the college's/district's actual cost.

Describe and itemize each course material items.

1. Indicate whether the item(s) is/are required because of health or safety concerns.
2. Note the quantity the student will receive throughout the duration of the course. Note the estimated retail unit price of each item based on the attached advertised price, proposal, or invoice.
3. Compute the unit cost of each item. (Quantity X Estimated Unit Price = Unit Cost)
4. Total the unit cost of each item to derive the Total Course /Instructional Material Fee.
5. Round Total Course /Instructional Material fee downward to the nearest whole dollar or \$0.50 amount.

When a material fee is established by a department for a course, those materials shall be provided to students in each section of the course. Material fees forms are part of the official course outline of record.

### EXAMPLE: Filled out form

Course ID: EMS A151 Course Name: Emergency Medical Services-Clinical Date: December 6, 2021

Required Course Materials: Tangible Personal Property, Such as: (Provide Description of items)	Health / Safety (Y/N)	Quantity: Number Used by a Student	Estimated Unit Cost (\$)	Item Total Cost: (Quantity X Estimate Price) (\$)
1. Stethoscope	Y	1	\$20	\$20
2. Blood Pressure Cuff	Y	1	\$23	\$23
3. Trauma Shears	Y	2	\$5	\$10
4. Penlight	Y	1	\$6	\$6
5. Clinical I.D. Badge	N	1	\$1	\$1
6.			\$	\$
Total:		6	\$55	\$60

New Course: Yes / No      Fee Revision: Yes / No      Fee Revision Date: August 15, 2022

Fee Changed From: \$51 to \$60      Fee Change Effective (Semester/Year): Fall 2022

Fee Change Explanation: Incremental increase in cost of individual items. The cost of the stethoscope increased by \$3 and the cost of the Trauma Shears increased by \$3.

Third-Party Vendor: Is the student expected to purchase/acquire goods from a third-party vendor not related to the college bookstore? Yes / No

Third-Part Vendor Explanation : The vendor is ABC Company. Students are expected to enroll in and pay for a first aid course outside of the district and provide proof of completion to the instructor as a condition of the final grade. The cost is \$40/student.

### HEALTH and 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 items type may be required by proprietary equipment for the safe operation of equipment. Check Health of Safety related concerns requiring a mandatory course fee.

### Health or Safety Cited Concerns/Issues (Check all that apply)

- |  |  |
|--|--|
| Bodily harm to self and/or others                          | Protection of Student Produced Work                          |
| Contamination of Self and/or Others                        | Spoilage of Materials or Student Produced Work               |
| Dangerous or Hazardous By-product                          | Material Altered by Student Use Rendered Potentially Harmful |
| Medical or Legal Mandate i.e., sterile syringes, Band-Aids | Other: _____   |