

Office of the Provost
Request to Charge/Change/Delete a Course Materials Fee

A materials fee is an optional fee charged to a student for consumable materials used in a course (ISU policy 7.7.3). Examples include consumable supplies such as chemicals, special laboratory glassware, film, and so on. The student must receive or use the materials if the fee is paid. Students who supply their own materials will be able to request a refund of the fee. Questions about establishing materials fees should be directed to the Provost's office at 438-2158, and all other questions should be directed to Student Accounts at 438-5643.

Department/School: _____

Course Number and Title: _____

Typical yearly enrollment: _____ Estimated yearly fees collected (cost per student X yearly enrollment): \$ _____

This is a request for a (check one):

_____ **New** materials fee in the amount of \$_____ per student

Note: For a new materials fee, you will need to attach a request for a new agency account, see Comptroller's website.

_____ **Change** in existing materials fee from the current \$_____ per student to \$_____ per student

_____ **Deletion** of a materials fee from the current \$_____ per student

For all **new** materials fees and **changes** in materials fees, please list all supplies to be provided for students, the cost of those materials, and the cost per student.

Supplies/materials (please attach a list of supplies if necessary)	Total cost	Cost per student
Totals		

Justification: _____

Chair/Director: _____

Date: _____

Dean: _____

Date: _____

Provost: _____

Date: _____

For office use:

Semester Effective _____

Route:

___ Undergraduate Catalog

___ Scheduling

___ Chair/Director

___ Graduate School (if applicable)

___ Student Accounts, Box 1210

___ College Dean