

Materials Fee Request Form

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| **Subject:** (5 alpha limit) |   |  **Number:**( 5-character limit) |  |
| **Course Title:**(65-character limit) |   |

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| **Materials Fee Requested:** | $ |

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“Required instructional materials” are materials which the student must procure or possess as a condition of registration, enrollment, or entry into a class; or any material which is necessary to achieve the required objectives of the course. To analyze the application of Education Code § 76365 and Title 5 regulations § 59400-59408 answer the following questions.

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| Below are the names of the processors of this document. They acknowledge and understand that all information presented here is complete, correct, and valid. |
| **Faculty Author:** |  | Date: |  |
| **Area Dean:** |  | Date: |  |

1. **What material does the student need?**
To verify this request, provided is an itemized list of the course materials the student will receive for this fee and a cost analysis.

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| **Material or Item** | **Cost per unit** | **Total District Cost** |
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1. **How** **does this material relate to the required objectives of the course?**

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| Explain how the materials are used in relationship to this course’s learning outcomes/objectives identified in the course outline. Highlight a specific course objective that cannot be met but for the use of the materials. |

1. **Does the material have continuing value outside the classroom?**
Yes. These completed learning activities are of continuing value in that they form an account of the knowledge and/or skills learned throughout the course and provide a reference for the student after the course is completed. These materials are not wholly used up during this course. License or access fees will be valid for up to 2-years after the course is completed. The material becomes the property of the student.

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| Insert relevant assignment(s) from the course outline that are owned or controlled by the student. |

1. **Is the amount of materials the student receives in exchange for the fee, consistent with the amount of material necessary to meet the required objectives of the course?**
Yes. The volume of classwork demonstrated in the course content corresponds to the amount of material needed for the learning.

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| Insert relevant course content topics and contact time from the course outline. |

1. **Why do the students have to pay a fee to the district rather than supply the materials themselves?** Highlight the checkbox and replace with a X.
**[ ]** It is less expensive for the district to provide these materials since they are being purchased at a bulk or discounted rate instead of normal retail prices and are provided to the student at district cost. Refer to the itemized materials list and cost calculation in question 1 of this form.

**[ ]** Control of health and safety considerations for the learning materials is necessary and can be managed more effectively through district purchase.

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| Insert relevant health and/or safety requirements for learning materials here. |