



# UNDERGRADUATE EQUIPMENT FEE REQUEST

(Departments: Forward form to your college dean's office)

Under the rules of the Board of Trustees for the University of Central Florida, students may be assessed an **Equipment Fee** to cover the cost of using and replacing equipment. Unlike the **Materials and Supplies Fee** which is associated with a course, the **Equipment Fee** is levied against all students in a major or program, and must be used for the purchase, maintenance, and repair of equipment used by students in that degree program.

The request must be approved by the college and submitted to the University Policy and Curriculum Committee by the published deadline; the fee becomes effective in the subsequent Fall semester following the Provost's approval. Departments must maintain detailed accounting of all expenditures and report them to the Dean of Undergraduate Studies on July 1 of each year. The equipment and facility fee amount may not exceed \$90.

1. College & Department requesting the fee: \_\_\_\_\_

2. Fee is to be assessed against students in which degree program: \_\_\_\_\_

Program Codes(s) (See Academic Program Inventory at [ikm.ucf.edu](http://ikm.ucf.edu)):

\_\_\_\_\_

3. Number of majors to be assessed per semester: Full time \_\_\_\_\_ Part time: \_\_\_\_\_

4. Fee requested per semester: Full time students: \$\_\_\_\_\_ Part time students: \$\_\_\_\_\_

5. **Attach** a justification of the request, including how the request will **impact student learning outcomes**. If appropriate, include a list of the courses served.

6. **Attach** separate sheets to detail the equipment to be replaced/maintained by the fee, its life-span, and its cost. Include details on how the equipment costs are computed, where the equipment is located, and how the equipment is used by students.

7. Special conditions or exemptions (if any): \_\_\_\_\_

**Calculate full time student cost as follows: Total annual cost / (Full time majors + (part time / 2)) / 3 semesters. Part time students are charged half the full time rate.**

Recommending Authority	Approved	Denied	Signature	Date
Initial requester				
College Dean				
Chair, UPCC				
Provost				

Institutional Research  Student Accounts  Registrar  Undergraduate Catalog   
College  Department  Undergraduate Studies