

Materials and Supplies Fees: Policies and Procedures

The state statute permitting materials and supplies fees specifies that these fees are “to offset the cost of materials or supplies that are consumed in the course of the student’s instructional activities, excluding the cost of equipment replacement, repairs, or maintenance.” (1009.24 {14}{i})

To administer such materials and supplies fees that are approved by the faculty, the following policies are in effect:

- 1) All requests for additions, changes, or deletions shall be submitted to the appropriate Senate Committee by the specified fall semester date of the year prior to which the fees intend to be implemented.
- 2) Fee requests for new courses will be submitted by the appropriate dean to the Undergraduate Course Review Committee as part of the New Course Request procedure.
- 3) Fee requests for existing courses will be submitted by the appropriate dean to the Undergraduate Course Review Committee, which makes recommendations to the provost.
- 4) All fee requests will be forwarded to the provost for acceptance or rejection.
- 5) After the provost’s approval, fees will be published in the next academic year’s Undergraduate Catalog.
- 6) All fee changes will go into effect the Fall semester of the year for which the fee is approved.
- 7) The same fee will be charged for each semester: Fall, Spring and Summer.
- 8) Fees will be in effect until any change in the justification for the fee, initiating a request from the unit for an addition or subtraction from the fee.
- 9) Notice of the provost’s approval of fee requests will be sent to the department, college registrar, Student Accounts office and Division of Finance and Accounting.
- 10) The Office of Undergraduate Studies will maintain the listings of materials and supplies fees.



MATERIALS & SUPPLY FEE REQUEST

(Departments: Forward to your dean's office for input into the CatalogDB)

Materials and Supplies fees are associated with permanent, individual courses (not special topics). Florida statutes specify this fee is to “offset the cost of materials or supplies that are consumed in the course of the student's instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.” Thus, they must be used for expendable or consumable items (lab or course supplies, handouts, examination forms) but cannot be used for personnel services or equipment purchase or rental. Currently, expenditures for tests and syllabi are not approved by the Provost.

All requests must be input and approved by the colleges in the CatalogDB, to meet published deadlines of the UCRC and the Graduate Council. Approved fees become effective in the following Fall semester.

List the actual costs needed for the course, even if they exceed the current maximum of \$70. Itemize costs on either a per-student or per-class basis. If approved, departments must maintain detailed accounting of all expenditures and be prepared to present evidence on how the funds were expended on this course in the event of an audit. Forward completed form to your Dean's office for input into the CatalogDB.

College: _____ Department: _____ Date: _____

Prefix &#: _____ Title: _____

Current M&S Fee: _____ Requested M&S Fee _____ Estimated annual enrollment: _____

Briefly explain how the fees will be used: _____

Detailed accounting of expenditures (attach additional pages if necessary): Basis: cost per _____ student(s):

Units needed Description Unit Cost Total Cost

Grand total \$ _____ Total per student \$ _____ Provost approved Total per student \$ _____

Recommending Authority	Approval	Denial	Signature	Date
Requesting Chair				
College Dean or Designee				
Chair, UPCC or Graduate Council				
Provost				

Distribution if approved: Student Accounts F&A Registrar CatalogDB College Department