

University of California, Los Angeles

# **Course Materials Fees**

Implementation Instructions  
Campus Procedure to Establish Course Materials Fee  
Fund Application and Budget Summary



University of California, Los Angeles

## Course Materials Fees

### Implementation Instructions

#### UNIVERSITY POLICY

As delegated by the President of the University of California in April 2000, the Chancellor may approve a Course Materials Fee for participation in the instructional activities of a course. The fee may include:

- ~~///~~ The cost of providing course materials to be consumed, retained or used by the student. Materials and supplies may include chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic chemicals, and other one-time use items. These may also include the reproduction costs for supplemental materials such as laboratory manuals and non-commercial computer software, and costs associated with providing live models for art classes.
- ~~///~~ The special costs associated with use of University-owned tools, musical instruments, or other equipment. Tools and equipment includes scientific or medical tools, musical instruments, video and audio equipment, and other equipment related to enrollment in a course, so long as the student is given ownership (if purchased) or extensive use (if rented) of the tools or equipment and, where feasible, has the option of securing equivalent tools or equipment elsewhere.
- ~~///~~ The costs of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. These materials and services may include items such as costs for off-campus field trips, the cost of film rentals, or on-line electronic audio and visual course materials and software which directly support the instructional activities of a course.

Course materials fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the institution. Thus, the following may not be included in course materials fees:

- ~~///~~ Salaries and wages and related employee benefits for support personnel.
- ~~///~~ Allowances for maintenance, depreciation and replacement of instructional equipment located or utilized in the classrooms and laboratories primarily during scheduled periods of instruction.
- ~~///~~ Reproduction of copyrighted materials for course readers or audio or video collections.
- ~~///~~ Course syllabi.

### **PROPOSAL APPROVAL REQUIREMENTS**

Those organizations wishing to implement a course materials fee should:

~~/s/~~ Develop a proposal in accordance with the University of California Delegation of Authority dated April 4, 2000, and the UCOP Guidelines for Implementing Course Materials Fees. (Attachment 1).

The UCOP documents may be found at [www.ucop.edu/ucophome/coordrev/da/da2115.htm](http://www.ucop.edu/ucophome/coordrev/da/da2115.htm).

~~/s/~~ Consult with advisory committees which include students.

~~/s/~~ Submit the completed Course Materials Fee/Fund Application and Budget Summary to the Office of Academic Planning and Budget (APB).

~~/s/~~ Respond to requests for information from the Student Fee Advisory Committee.

### **SCHOOL'S FEE PROPOSAL DEVELOPMENT CHECKLIST**

Organizations' proposals should answer the following questions:

~~/s/~~ Has the School convened a course materials fee consultation committee which involves students, faculty, and staff administration members?

~~/s/~~ Does the School's committee include students representative of those who would be assessed the fee? Is the mix of student membership (grads/undergrads, majors/non-majors) roughly proportional to enrollment in the course? The committee does not need to have a student majority.

~~/s/~~ How were the student participants selected?

~~/s/~~ Did the students participate fully in the development of the fee proposal and work with the faculty and administration to address the issues associated with the fee?

~~/s/~~ What impact does the proposed fee have on student access to the course?

~~/s/~~ Can the School assure the Chancellor that there is a reasonable relationship between the fee and the benefit for the students who pay it? Does the budget for expenditures justify the proposed amount of the fee?

### **CAMPUS COORDINATION**

The Office of Academic Planning and Budget (APB) is the office of record for matters concerning initiation of student fees.

*(Point of Contact: Assistant Vice Chancellor for Academic Planning and Budget)*

A fee must be announced in the Schedule of Classes **before** it can be assessed. The Registrar's Office controls the content and schedule of publication of both the electronic and paper editions of the Schedule of Classes. The initiating School is responsible for coordinating publication of the proposed fee in the Schedule of Classes; publication deadlines can be as much as several months in advance of the start of the term. If the School misses the publication deadlines for a given term, the proposed fee will be initiated in the following term.

*(Point of Contact: Associate Registrar—Student and Faculty Relations)*

The Course Materials Fee is a mandatory fee for all students enrolled in the course, and as such, it may be included in the student budget used to determine financial aid award packages. The School is responsible for coordination with the Director of Financial Aid to ensure that the proposed mandatory fee is included in the Student Budget estimate for the School.

*(Point of Contact: Director of Financial Aid)*

A fee may be collected only through the campus' centralized Student Billing and Accounts Receivable (S-BAR) system. After the fund number is assigned and the income account established, the School is responsible for coordinating billing with Student Accounting. The campus pays a service charge to credit card companies for use of credit cards in payment of student bills. The initiating School should work with Accounting Services to determine a reasonable estimate of the credit card service charge for inclusion in the administration budget.

*(Point of Contact: Director—Accounting Services-Student Accounting & Cashiering Operations)*

The fee may be assessed only to students enrolled in the applicable course. Accordingly, the fee will be assessed after course enrollment for the term is stabilized, typically after the 4th Week of the term after the most common Add/Drop Deadline. If a different assessment date is more appropriate for a given course or School, the School will coordinate with the Registrar's Office and explain the assessment deadline in the Course Material Fee/Fund Application and Budget Summary.

*(Point of Contact: Associate Registrar—Student and Faculty Relations)*

The Course Material Fee/Fund Application and Budget Summary application requests the initiating School to determine whether any portion of a fee is to be refunded in case a student withdraws from the course after the fee assessment deadline. The School is responsible for coordinating refunds with the Registrar on a case-by-case basis.

*(Point of Contact: Associate Registrar—Student and Faculty Relations)*

### **STUDENT CONSULTATION**

The Student Fee Advisory Committee (SFAC) is a student-majority committee which advises the Chancellor on student fee issues. It reviews all requests for fees to be assessed to students and makes recommendations to the Chancellor regarding approval of requests. SFAC represents the student consultation process at the Chancellor's level.

SFAC applies a broad institutional point of view. It considers issues of fairness, equity, and undue impact on sub-groups of students. It is particularly concerned with adherence to University and campus policy in student-fee issues. When necessary, SFAC advises the Chancellor of gaps or oversights in University or campus policy and recommends adjustments to policy.

SFAC reviews both the original proposal for a fee and subsequent adjustments in the fee level. SFAC may recommend approval, approval with reservations, or disapproval, or recommend that a proposal be returned to the initiator with suggestions for further consideration.

The Chancellor will consider the recommendation of SFAC, of the administration, and of others in making his decision. The Chancellor alone has the authority to approve course materials fees for the campus. According to University of California policy, the Chancellor's authority cannot be redelegated.

SFAC will be concerned with the way in which the School deals with the following issues:

- ✍ Has the School done everything possible to contain costs administratively before resorting to a student fee to cover a budgetary shortfall?
- ✍ Has the School investigated how other UC campuses or other universities cope with the costs associated with this course? If other institutions charge a course materials fee, what does the fee typically cover and what is the usual amount?
- ✍ What other fund sources have been considered for this expense? Why were other funds exhausted or considered ineligible?

*(Added June 1, 1999, with approval from AVC Davies.)*

- ✍ Has the option of a non-mandatory fee been considered?
- ✍ Are the expense categories proposed by the School allowable under the policy?
- ✍ Can the School differentiate between the perishable or consumable supplies for which no fee refund would be expected and the non-perishable and thus reusable supplies for which the student might receive a fee refund if the supplies are returned in serviceable condition?

*(Added June 1, 1999, with approval from AVC Davies.)*

- ✍ Do all students enrolled in the course require access to the materials, tools, equipment, or special service for which the fee is proposed? Could there be any cases in which the fee would not apply? How would these exceptions be identified and approved?
- ✍ What benefit will the students see as a result of paying the fee? For instance, can the University offer a better price for materials than the student would obtain in the marketplace? Does the University have access to hard-to-find or specialty items that are not generally available to students or are not available in this area?
- ✍ What steps have the Dean or Department Chair taken to ensure the students equal status on the advisory committee? Does the Department's consultation process include third-party members or administrative staff?

- ✍ In lieu of a committee, the Student Fee Advisory Committee suggests that one or more of the following activities can ensure that high quality student input is integrated into the fee proposals:

- ✍ A student survey at the end of the course which addresses questions about the usefulness of lab materials during the course and reasonable cost of the fee.
- ✍ Meeting with established student groups who participate in those courses (i.e., the pre-medical student group for L&S Life Sciences courses).
- ✍ Advertising and holding a general forum with faculty and students to discuss the course materials fee for a group of courses.

*(Suggestions added October 13, 1998, with approval from AVC Davies.)*

- ✍ The pool of financial aid funding allocated to UCLA by Systemwide will not be increased because UCLA decides to assess additional expenses on its own students. Increasing the students' mandatory fee assessment means that the available pool of funds will not stretch to as many students and/or not provide as large a package. Is any provision made for the Dean or Chair to take financial hardship into consideration?
- ✍ What other extraordinary non-fee expenses are associated with being a major in this discipline (field trips, special computers or software, student thesis projects, private lessons or coaching, etc.)? How does the proposed fee impact the total financial burden of the student, whether official or unofficial.

**ANNUAL REVIEW**

- ~~///~~ APB will review budget, actual revenue and expenditures for each fee annually. APB will use the results of the annual review to support recommendations regarding increases or decreases the fee or termination of the fee. APB will schedule the review so that the review recommendations are available to the Chancellor in time for a decision to affect the following Fall term.
- ~~///~~ Schools will fully and accurately document the cost of supplies, consumable materials, and support services associated with each course for which a fee is charged.
- ~~///~~ The School may submit a proposal to increase or decrease a fee at the time of the annual review.
- ~~///~~ It is anticipated that fee increases will be moderate and gradual.

University of California, Los Angeles

**Course Materials Fees**

## Campus Procedure to Establish Course Materials Fee

<i>Responsibility</i>	<i>Action</i>
<b>APPROVAL</b>	
School Requesting Course Material Fee	<ol style="list-style-type: none"> <li>1. Complete a <u>Course Material Fee/Fund Application and Budget Summary</u>. <i>APB</i> Staff may be contacted for assistance in completing forms.</li> <li>2. Forward completed documentation to APB no later than the start of Spring Quarter if the proposed fee is to be implemented in Fall.</li> </ol>
APB	<ol style="list-style-type: none"> <li>3. Review documentation and ask School for clarification or additional information, if necessary.</li> <li>4. Forward documentation to Student Fee Advisory Committee (SFAC) for review.</li> </ol>
SFAC	<ol style="list-style-type: none"> <li>5. Review proposal and develop recommendation regarding the fee application. <i>Return</i> recommendation to APB.</li> </ol>
APB	<ol style="list-style-type: none"> <li>6. Develop a recommendation for Chancellor, incorporating SFAC's comments.</li> </ol>
<b>Chancellor</b>	<b>7. Make decision regarding application for Course Materials Fee.</b>

<b>IMPLEMENTATION</b>	
APB	<ol style="list-style-type: none"> <li>1. Notify the School in writing of the Chancellor's decision. If approved,</li> <li>2. Provide the Office of Accounting Services with a copy of the fee approval notification letter and documentation, advising them to assign an account and fund number for the fee.</li> <li>3. Advise the Associate Registrar—Student and Faculty Relations.</li> <li>4. Advise the Director—Accounting Services-Student Accounting &amp; Cashiering Operations.</li> </ol>
Office of Accounting Services	<ol style="list-style-type: none"> <li>5. Prepare a Manual of Accounts Form.</li> <li>6. Process a Transfer of Funds to establish the new fund and distribute a copy to the School and to APB.</li> </ol>
School	<ol style="list-style-type: none"> <li>7. Ensure that coordination among Student Accounting, the initiating Department, and the Registrar is completed in a timely manner so that publication of the fee occurs in the Schedule of Classes.</li> </ol>
Associate Registrar—Student and Faculty Relations	<ol style="list-style-type: none"> <li>8. Establish the Fee information in the Student Records database.</li> <li>9. Publish the notice in the quarterly Schedule of Classes.</li> </ol>

<b>ANNUAL REVIEW</b>	
APB	<ol style="list-style-type: none"> <li>1. Review fees accounts annually to identify significant surpluses or deficits and levels of activity, and ask responsible administrator for information if surplus or deficit or level of activity is significant.</li> <li>2. Prepare report on the annual review for SFAC.</li> </ol>
SFAC	<ol style="list-style-type: none"> <li>3. Review APB report on funds with significant surpluses, deficits or levels of activity.</li> </ol>
APB	<ol style="list-style-type: none"> <li>4. As appropriate, recommend to the Chancellor that the Dean responsible for a fee be requested to: <ul style="list-style-type: none"> <li><del>1</del> Eliminate a surplus or deficit by decreasing or increasing fee charged for the materials, equipment or service.</li> <li><del>2</del> Terminate the fee if the level of activity is insignificant.</li> </ul> </li> <li>5. Inform the Dean of the Chancellor's decision and establish an implementation schedule for carrying out the appropriate actions.</li> </ol>

University of California, Los Angeles

# Course Materials Fees

## Fund Application and Budget Summary

DATE: \_\_\_\_\_

TO: APB Staff for Course Materials Fee Review

FROM: \_\_\_\_\_

**Instructions:**

- ⚡ Please make a copy of this form and use it to provide answers to Part A (Questionnaire), Part B (Approvals), and Part C (Budget Summary).
- ⚡ The Course Materials Fees/Fund Application and Budget Summary is available as electronic document by diskette or by e-mail. Contact Lou Villadsen (ext. 67817, e-mail LouV@ucla.edu).
- ⚡ Forward the completed form with approval signatures and a Transfer of Funds Request to: Staff for Course Materials Fee Review, c/o Academic Planning & Budget, 2107 Murphy Hall, Campus 140501.

### PART A: QUESTIONNAIRE

*NOTE: The spaces provided below do not necessarily indicate the desired length of the answer. If more space is needed, please attach additional pages, label them as "CONTINUATION PAGES" and reference the question to the answer number (e.g., A.1).*

Course Name and Number for Which Fee is Proposed: \_\_\_\_\_

Proposed Title for Fee: \_\_\_\_\_

Campus Department/School: \_\_\_\_\_

Academic Administrator (Dean or Chair) Who Accepts Responsibility for This Activity:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Administrative Contact in School:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

- 1 Describe materials and supplies, tools and equipment, or special supplemental educational experience which will be funded with this new fee. Differentiate between the perishable or consumable supplies and non-perishable or re-usable supplies.
  
1. Explain the need for the University to charge students for the course materials.
  
2. State the proposed amount of the course materials fee. The amount should be stated in terms such as “per course” or “per credit hour” or “per term.”
  
3. List the course numbers and course names for which the course materials fee is proposed.
  
4. Demonstrate that there is a reasonable relation between the fee and the benefit to the student. What does the student get for the fee?
  
5. Provide detailed information on the methods of gathering input from students. Describe the student involvement in the process and the nature of the student input. Document the students’ responses.
  
6. What is the date for determining assessment of the fee?
  
7. Is it appropriate to refund any portion of the fee if a student withdraws from a course after the fee assessment deadline and returns the unused portion of the materials or supplies in reusable condition? If so, how would the amount of the refund be determined? If not, why not? Relate the refund determination to the nature of the materials and supplies described in Item # 1.

8. If the course materials fee is currently being administered through an existing account/fund, provide the FAU where the income is being recorded and the FAU where the expenses are being reported.
  
9. Complete **Part C** and prepare a one-year budget for the fee. (*See **Part C**: Attach supplemental sheets if necessary.*)
  - ?? Show the estimated annual revenue resulting from the fee proposed in Item 3 (\$/course times annual enrollment or \$/credit hour times credit hour per course times annual enrollment). Show any other subsidies provided from funds available to the Dean or Chair.
  - ?? Show all expenses for supplies, consumable materials and support services associated with each course. Identify the specific expenses suitable to be off-set by the proposed fee.
  
10. If the course requires specific support personnel:
  - ?? List the positions, the annual salary, the percentage of the FTE in support of the course, and the pro-rated salary in support of the course.
  
11. If the course materials fee underwrites the cost of equipment:
  - ?? List the items, their estimated cost and the projected date of purchase. Include a depreciation and replacement schedule.
  
12. If a material or supply inventory is to be maintained:
  - ?? List the items with a description and their estimated fiscal year-end value.

**Part B: APPROVALS**

*(Please provide original signatures.)*

Chief Financial Officer: \_\_\_\_\_

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

Dean or Provost: \_\_\_\_\_

**Part C: BUDGET SUMMARY**

Please provide projections of revenues and expenditures below:

		From:	7/1
		To:	6/30
<i>Line</i>	<b><u>Revenue</u></b>		
1	Carryforward Balance from Previous Year		_____
2	Current Year Fee Revenue		_____
3	Other Campus Revenue		_____
4	Extramural Funds		_____
5	<b>Total Revenue</b>		<input type="text"/>
	<b><u>Expenditures</u></b>		
6	Course-Specific Support Personnel	Sub 01 or 02	_____
7	Materials	Sub 03	_____
8	Supplies	Sub 03	_____
9	Printing Costs	Sub 03	_____
10	Other Sub 03 Cost (itemize)	Sub 03	_____
11	Equipment	Sub 04	_____
12	Other (itemize)	Sub XX	_____
13	<b>Total Expenditures</b>		<input type="text"/>
14	<b>Estimated Year-End Inventory</b> (Enter Inventory as a Negative Number)		<input type="text"/>
15	<b>Net Expenditure</b> <i>(Line 13 + 14)</i>		<input type="text"/>
16	<b>Surplus/(Deficit) for Year</b> <i>(Line 5 - 15)</i>		<input type="text"/>

Attachment 1  
Delegation of Authority from the Office of the President  
April 4, 2000

OFFICE OF THE PRESIDENT

1111 Franklin Street  
Oakland, California 94607-5200  
Phone: (510) 987-9074  
Fax: (510) 987-9086  
<http://www.ucop.edu>

April 4, 2000

CHANCELLORS

Dear Colleagues:

Enclosed is a revised Delegation of Authority--Control over Miscellaneous Student Fees, Service Charges, and Deposits (Enclosure 1). The sole revision was to reposition the sentence on authority for setting Summer Session Fees and University Extension Fees to make clear that the Chancellors may redelegate the authority to set these particular fees only.

This revision supersedes the May 13, 1996 Delegation of Authority (DA 2059) and is effective immediately.

The guidelines for campus implementation of course materials fees issued May 13, 1996 have not been revised, but are included again for your information (Enclosure 2). While not required in the guidelines, if requested, campuses should be prepared to report on fee levels of any course materials fees that are implemented.

Sincerely,

Richard C. Atkinson  
President

Enclosures

cc: Members, President's Cabinet  
Assistant Vice President Galligani  
Special Assistant Gardner  
Principal Officers of The Regents

Enclosure 1

University of California  
Office of the President  
April 4, 2000

Delegation of Authority--  
Control over Miscellaneous Student Fees, Service Charges, and Deposits

Section 100.4(g) of the Standing Orders of The Regents provides as follows:

100.4 Duties of the President of the University

\* \* \*

(g) The President shall fix and determine the amount, conditions, and time of payments of all fees, fines, and deposits to be assessed against students of the University, except that the President shall secure the Board's approval prior to the assessment of the University Registration Fee, Educational Fee, tuition fees, compulsory student government fees, and fees and charges required in connection with the funding of loan financed projects, except parking facilities and housing projects.

\* \* \*

Except for those fees requiring The Regents' approval, the President retains control over all fees, deposits, and charges that are required of students to be admitted to the University or to secure a degree, or otherwise are required of students as a condition of enrollment in regular academic programs. The fees and charges subject to Presidential approval are described in detail in the University's Planning and Budget Manual.

1. The President has authority for determining whether a new fee falls in a category that is delegated to the Chancellors or remains under Presidential control.

2. The President shall review requests for changes in fees that require Presidential approval only once a year.

Campuses shall submit their requests for fee changes along with a justification by February 1 prior to the academic year in which the fee is to take effect. A fee may be changed only after the President has consulted all nine campuses.

Authority to establish and set fee levels for miscellaneous user fees, administrative service charges and penalties, course materials fees, and deposits is delegated to the Chancellors. These fees and service charges, which must comply with any applicable guidelines, are assessed for such purposes as: covering the cost of non-instructional services or materials; encouraging compliance with administrative rules; replacing or repairing equipment which is damaged by students beyond normal wear and tear; providing course-related materials, tools, and equipment to be consumed or retained by the student; recovering costs through rental charges for the student's use of University-owned tools, musical instruments, or other equipment; or covering the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

1. For these fees and charges, Chancellors have discretion to set fee levels for their own campuses and are not required to notify the President of changes in fee levels. (This authorization does not apply to fees which require Regental or Presidential approval.)

2. The Chancellor's authority to set fees may not be redelegated.

3. When establishing or proposing new fees, Chancellors shall apply a test of a reasonable relation between the fee and its purpose.

4. Chancellors should keep fee increases moderate and gradual. As appropriate, Chancellors should use on-going advisory groups that include students to advise them on campus miscellaneous fees.

In addition, Chancellors are delegated authority to set Summer Session Fees and University Extension Fees.

This delegation of authority supersedes the May 13, 1996 delegation.

Enclosure 2

University of California  
Office of the President  
April 4, 2000

### Guidelines for Implementing Course Materials Fees

Chancellors may charge a Course Materials Fee for students to participate in the instructional activities of a course, including: the cost of providing course materials to be consumed, retained or used by the student; the special costs associated with use of University-owned tools, musical instruments, or other equipment; or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

#### Definitions

"Course materials" are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Science laboratories and art studios are examples of courses in which students are required to purchase consumable supplies. Health sciences courses are examples of courses in which students are required to purchase tools and instruments. Film production or music performance courses are examples of courses in which students may be required to rent, for exclusive or extensive access to, University-owned equipment or instruments. Anthropology courses offering special field trip opportunities to students are examples of courses providing a special supplemental educational experience for which a fee may be charged.

"Materials and Supplies" may include, but are not limited to, such items as chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic chemicals, and other one-time use items. These also may include the reproduction costs for supplemental materials such as laboratory manuals and noncommercial computer software, and costs associated with providing live models for art classes.

"Tools and equipment" includes scientific or medical tools, musical instruments, video and audio equipment, and other equipment related to enrollment in a course, so long as the student is given ownership (if purchased) or extensive use (if rented) of the tools or equipment and, where feasible, has the option of securing equivalent tools or equipment elsewhere. These may include the costs associated with the use of University-owned tools and equipment for out-of-class learning activities or extracurricular use, or the purchase of computer software if the student retains ownership of the software.

"Materials and services for special supplemental educational experiences" are materials and services that offer students a special educational opportunity, such as travel costs for archeological digs, or the cost of film rentals.

Course materials fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the institution. Thus, the following may not be included in course materials fees: expenses for salaries and wages and related employee benefits for support personnel; allowances for maintenance, depreciation and replacement of instructional equipment located or utilized in classrooms and laboratories primarily during scheduled periods of instruction; reproduction of copyrighted materials for course readers or audio or video collections; and course syllabi.

#### Procedures: Fee Assessment

A course materials fee shall be assessed only to those students who are enrolled in the applicable course.

The fee may be collected only through the campus' centralized billing or student registration/accounting system, as appropriate.

Campuses should establish procedures for assessing and refunding course materials fees and for providing adequate notice of the fees to students. As appropriate, Chancellors should use on-going advisory groups that include students to advise them when establishing course materials fees.

Chancellors should strive to keep increases in course materials fees moderate and gradual. A course materials fee may not exceed the actual cost per student of the materials provided for the course. Except in those circumstances where equipment is purchased, it is expected that the maximum course materials fee generally will not exceed the average cost of a textbook.

Campuses are encouraged to include course materials fees in the financial aid student budget for determination of financial aid awards. The Office of the President will work with campus financial aid offices to establish methods for including course materials fees in financial aid budgets.

#### Procedures: Fee Accountability

Chancellors are responsible for setting course materials fee levels; these should be reviewed annually.

Departments should fully and accurately document the cost of supplies, consumables, and support services associated with each course for which a fee is proposed.

Revenue from course materials fees may not be commingled with State general funds.

Revenue from course materials fees must be accounted for separately and will be reported annually as part of the budget review process. Campuses are responsible for establishing appropriate financial controls to ensure that fee revenue is expended only for approved course materials, as defined in this policy.