



**LONG BEACH COMMUNITY COLLEGE DISTRICT**  
**MATERIALS FEE TEMPLATE**

This document is designed to assist faculty with the submission of a Materials Fee Request for consideration by the Course Evaluation Subcommittee. [Education Code Section 76365](#) addresses the extent to which students can be required to purchase or otherwise obtain instructional materials for courses offered in the California Community Colleges. Questions regarding this form may be directed to the Course Evaluation Subcommittee Chair or Academic Services Office. For a sample template, please reference the [Faculty Curriculum Reference Book](#).

DEPARTMENT NAME	
SUBJECT	
CATALOG NUMBER	
COURSE TITLE	

**MATERIALS FEE REQUEST**

A \$  material fee is requested for the course to cover the cost of

**MATERIALS FEE INQUIRIES**

The suggested approach for analyzing the application of Education Code section 76365 and Title 5 regulations to the case of instructional materials (§§ 59400-59408) is to answer “Yes” to all of the following questions.

**REQUIRED MATERIAL**

Must the material be procured or possessed as a condition of enrollment or entry into a class, or to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours?

- YES       NO

Please list the required materials and explain how the materials are used in relationship to this course’s student learning outcomes, content and assignments as described in the course outline:

**TANGIBLE PERSONAL PROPERTY**

Must the material be procured or possessed as a condition of enrollment or entry into a class, or to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours?

- YES       NO

Please list materials that are the student’s tangible property:

**OWNED OR CONTROLLED BY THE STUDENT**

Is the material owned or primarily controlled by an individual student?

YES       NO

Please list completed relevant student assignments (e.g. report, project, etc.) that are owned or controlled by the student. Please explain if and how student assignments continue to have value after course completion (e.g. contain instructor comments, are part of a professional portfolio, etc.):

**SOLELY AVAILABLE FROM THE DISTRICT**

Is the material only available through the district, or because the district requires that the material be purchased or procured from it? A material will be considered to be solely or exclusively available from the district if it is provided to the student at the district's actual cost, and there are health and safety reasons for the district being the provider, or if the district is providing the material at a lower cost than would be charged by other sources from which the material would be available.

YES       NO

**CONTINUING VALUE OUTSIDE CLASSROOM SETTING**

Can the material be taken from the classroom setting, and is it not wholly consumed, used up, or rendered valueless as it is applied in achieving those required objectives of a course, which are accomplished under the supervision of an instructor during class hours? Electronic course content would be equivalent to a textbook, study guide, solutions manual, or test bank that students have access to beyond the class session for which the instructional materials were purchased. An access code charge is permissible if the student can print the materials and they are of continuing educational value as noted above.

YES       NO

Please list completed assignment items that are of continuing value in that they form a record of lessons learned through the various stages of the course of instruction. When reviewed in combination with the other course assignments, they provide a valuable reference resource to the student. The material is neither consumed nor rendered valueless in the instruction process.

**ITEMIZED MATERIALS**

The fee has been determined to be roughly equivalent to the cost of materials used by the students in the course of their study. There is no intention to realize a profit from the fees assessed.

During routine audits of the District, a department may be asked to provide receipts, invoices, or other evidence as to the value of the materials purchased to ensure that it equates to the value of the fees collected.

To verify this request, please include an itemized list of the course materials and cost analysis below.

MATERIAL/ITEM	COST PER UNIT	TOTAL COST

For reference and to ensure adherence to [Education Code Section 59402](#), please see the CCCO's [Legal Opinion on Student Fees](#).