

Office of the Provost
Request for a New or to Change/Delete a Course Materials Fee

A materials fee is an optional fee charged to a student for consumable materials used in a course (ISU policy 7.7.3). Questions about establishing materials fees should be directed to the Provost's office at 438-3725.

Department/School: Course Number and Title:

This is a request for a (check one):

New materials fee in the amount of per student

➤ Must submit "Request for New Agency Account Form" with this request form.

Change in existing materials fee from the current per student to per student

➤ Indicate associated material fee account #:

Deletion of a materials fee from the current per student

➤ Indicate associated material fee account #:

All material fees are built with the 740000 Instructional Supplies Object Code: expenditures for consumable instructional supplies. Please provide rationale in the text box below on how your Unit plans to use this fee. **If your Unit needs to request additional object codes, please submit the "request for new object code page".**

Typical yearly enrollment: Estimated yearly fees collected (cost per student X yearly enrollment):

Please provide a rationale for the fee amount requested below: (list all supplies to be provided for students, the cost of those materials, and the cost per student.

Supplies/materials (please attach a list of supplies if necessary)	Total cost	Cost per student
Totals		

Chair/Director: Date:

Dean: Date:

Provost: Date:

For Provost Office Use Only

Semester Effective

Email updates to the individuals below:
 Catalog Editorial Assistant, Scheduling, Chair/Director, Comptroller's, College Dean, Registrar, Lead Staff, Grad School (400-500 level only)