

Deadlines:**Summer/Fall Fee – March 1st****Winter/Spring Fee – August 1st**

(allow 6 weeks for approval process)

California State University, Stanislaus

**APPLICATION TO ASSESS A MATERIALS,
SERVICES, OR FACILITIES (MSF) FEE
(CATEGORY III FEE)**

Department	Course Prefix/Number	Course Title

Request for (check one) <input type="checkbox"/> New Fee – Amount Requested \$ _____ <input type="checkbox"/> Adjusted Fee – Amount Requested \$ _____	Effective Term (check one and indicate year) <input type="checkbox"/> Summer/Fall _____ <input type="checkbox"/> Winter/Spring _____
Category (check one) <input type="checkbox"/> Materials <input type="checkbox"/> Field Trip <input type="checkbox"/> Use of Facilities	

On a separate page, please provide the appropriate information:

GROUP 1: INFORMATION RELATING TO MATERIALS FEES

1. Identify the materials to be provided class members that will permit them to receive a tangible product of some intrinsic value (in addition to academic value).
2. Show the calculations involved in determining the amount of the fee (the maximum, in the case of a variable fee).

GROUP 2: INFORMATION RELATING TO FIELD TRIPS

1. List the typical field trip destinations and mileage.
2. Indicate the type of vehicle required.
3. Show the calculations involved in determining the amount of the fee (the maximum, in the case of a variable fee).

GROUP 3: INFORMATION RELATING TO FACILITIES USE FEES

1. Identify the off-campus facility or equipment to be used by students who pay the fee.
2. Show the calculations involved in the determination of the amount of the fee (the maximum, in the case of a variable fee).

I certify that the amount of the fee is necessary to cover costs beyond those supported by the regular instruction budget in order to maintain the quality of instruction in this course.

Department Chair _____

Date _____

VERIFICATION OF COURSE INFORMATION:

Office of Academic Programs _____

Date _____

APPROVAL:

Dean _____

Date _____

Vice Provost for Academic Affairs _____

Date _____

VP for Business and Finance _____

Date _____

SFAC Recommendation (to be attached)

Date approved _____

President's Recommendation (to be attached)

Date approved _____

Chancellor's Office Approval (to be attached)

Date approved _____

:rle 5/01/03; smf 12/17/08

Final Distribution: Vice Provost for Academic Affairs
 Financial Services
 Enrollment Services
 Dean
 Department Chair
 SFAC