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

<table>
<thead>
<tr>
<th>Department</th>
<th>Course Prefix/Number</th>
<th>Course Title</th>
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<tbody>
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Request for (check one)  
☐ New Fee – Amount Requested $____________  
☐ Adjusted Fee – Amount Requested $____________

Effective Term (check one and indicate year)  
☐ Summer/Fall  
☐ Winter/Spring

Category (check one)  
☐ Materials  
☐ Field Trip  
☐ 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 ____________

Deadlines:
Summer/Fall Fee – March 1st
Winter/Spring Fee – August 1st
(allow 6 weeks for approval process)