California Education Code Section 76365 allows districts to require that students provide various types of instructional materials and enables districts to sell such materials to students who wish to purchase the required materials from the district. Such materials include but are not limited to textbooks, tools, equipment, clothing, and those materials that are necessary for a student’s vocational training and employment. In order for such a fee to be charged at the time of registration, the following conditions must be met:

1. the fee must be approved by the division chair, director, or campus vice president and by the Senior Vice President, Chief Instructional Officer;
2. the materials must be of continuing value to the student outside of the classroom setting;
3. the materials must be tangible personal property that is owned or primarily controlled by the student;
4. the materials must be sold to the student at the cost to the district; and
5. the article made from the materials must become the property of the student.

Faculty members wishing to have the college collect such a fee at the time of registration must complete the attached form and submit it to their division chair, director, or campus vice president for approval during the first six weeks of the semester prior to the semester in which the fee is to be instituted. Once approved, the recommendation for collection will be forwarded to the Senior Vice President, Chief Academic Officer. If approved, the fee will be published in the schedule of classes and will be considered a condition of enrollment for the course in question.

Course for which proposed fee would be charged: _____

Recommended semester of implementation: _____

Author of fee proposal: _____ Date submitted: _____

General description of materials to be purchased with materials-fee revenue: _____

Specific description of tangible personal property that each student will take from the class that has been constructed from the above materials: _____

Cost breakdown of materials to be purchased: _____

Suggested materials fee to be charged each student in the course: $ _________

Source(s) of materials to be purchased (vendor): _____

_________________________________________________________________________
Division Chair, Director, or Dean Date

_________________________________________________________________________
Senior Vice President, Chief Instructional Officer Date