INSTRUCTIONAL MATERIAL FEE (IMF) REQUEST FORM

PALOMAR COLLEGE®
Learning for Success

Course: _____

Action: **New** ☐   **Revision** ☐   **Removal** ☐

Change fee From: $_____   To $_____

Division: _____   Dept: _____   Date _____

Effective Semester _____ (Semester/Year)   Faculty originator: _____

Students can only be required to pay for materials which are of continuing value to the student outside the classroom setting; such materials include but are not limited to: textbooks, tools, equipment, clothing, and those materials which are necessary for a student's vocational training, self-improvement, and employment.

Materials provided must be priced at or below the actual cost to the district. Regulations require that materials provided through a license or access fee shall be available to students for up to two years, satisfying the requirement that instructional materials must have continuing value outside the classroom setting.

The district can require and sell specific materials when there is a health or safety concern.

CONDITIONS - All the following conditions must true or not applicable to continue.	N/A	True
The material is a condition of enrollment for this course.		☐
The material is necessary for the student to achieve the stated objectives of this course.		☐
The amount of material is consistent with the course objectives to be met.		☐
List a course objective from the course COR that cannot be met without the material. Objective:		
The material has a specific and continuing value to the student outside the classroom.		☐
Materials provided electronically or online through a license/access fee, allow for appropriate and sufficient access to the materials. Through the end of the class, plus an option for 2 yrs.	☐	☐
The material can be purchased outside of the district, or The district is selling the materials at a lower cost than elsewhere, or The district is selling the materials due to a health or safety concern.		☐
The material directly benefits the student and is not primarily for administrative purposes.		☐

BUDGET - Cost of instructional materials required. *Use the reverse side to detail costs*	Estimated Unit Cost	*Example*	
(a) Subtotal cost per student (*from reverse side*)	$	*12.50*	
(b) Optional Admin fee @ 10.0% ((a)*.10, rnd to nearest $)	$	*1.25 => 1.00*	
(c) Estimated annual number of students	$	*120*	
(d) Estimated annual fee collection ((a)+(b))*(c)	$	*1620.00*	

Approve   Deny

☐   ☐   Department Chair: _____

☐   ☐   Dean: _____

Account String (required for existing fees)

Recorded, Instruction Office (E-Signature):_____

Updated: 11/2023

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COST DETAIL - Instructional materials required and cost per unit.	Health/ Safety	Estimated Unit Cost	Source/Vendor
	☐	$	
	☐	$	
	☐	$	
	☐	$	
	☐	$	
	☐	$	
Total Cost of Materials Per Student		$	Transfer to 'BUDGET (a) (front page)

Processing Instructions

Faculty Originator – request
- Identifies the need for an IMF and submits a request to the department chair.

Department Chairperson - recommendation
- Review the IMF request. Validate that the request is appropriate.
- Sign and date the form indicating approval of the fee, or return the form to the originator as denied.
- If approved, forward the form to the division dean as a recommendation.

Division Dean – approval
- Responsible for verifying compliance with statutes and regulations and for final approval of the material fee.
- In consultation with the department chair, establishes a budget at 80% of the estimate.
- Sign and date the form indicating approval of the fee, or return the form to the originator as denied.
- If approved, forward the form to the Instruction Office Manager for recording.
- The fee becomes effective for the term noted on the form.

Instruction Office
- Records and files the original paper copy for compliance checks and audits.

Notes:
No instructional material fees are to be collected in the classroom. All fees will be assessed to the student record either at the time of registration or as purchased during the semester.

Material fees are published in the online and printed class schedules; in order to meet publication deadlines, plan material fee requests well in advance of need.