RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
STUDENT MATERIALS FEE JUSTIFICATION FORM

This form is to be used to support the need for and amount of a proposed mandatory student materials fee in accordance with District Administrative Regulation 5030. It should be routed through the designated college approval channels and forwarded to District Fiscal Services. All student materials fees are to be reviewed annually for appropriateness.

DATE: RELATED COURSE: FEE AMOUNT:

JUSTIFICATION:

Can the student purchase elsewhere or explain why the District must supply the items.

Explain how the items will have continuing value to the students outside the classroom.

DETAILED LISTING OF ITEMS & ACTUAL DISTRICT COSTS TO SUPPORT FEE:

Requested by:

Signature Name & Title Date

Approved:

Signature Vice President, Academic Affairs Date

Signature Vice President, Admin. Services Date

Rev: 2/13/2020