Each course requiring or instituting a laboratory fee will utilize an Analysis of Instructional Course/Lab fees worksheet (see attached) to establish the appropriate laboratory fee for the course. The Analysis of fees will include:

a) developing a rationale of need for each consumable material and/or supply.

b) a list of each consumable educational material and estimated expense expected for the course.

c) the establishment of the associated cost per student by using the following formula: Total cost of supplies needed divided by the number of students in the course = cost per student (shown on the attached worksheet).

Each department establishes the need for fees based upon supply/equipment costs. The department will complete an Analysis of Instructional Course/Lab fees worksheet for courses requiring laboratory fees.

The proposed fee is presented to the Program Facilitator for approval.

The proposed fee is presented to the Dean (responsible for the requesting department) for approval.

The proposed fee is presented to the Chief Academic Officer for approval.

The proposed fee is presented to the President for approval and presentation to the Board of Trustees for annual approval.

Should it become necessary to change an established fee, the recommended fee would follow the above procedures.

Vice President, Administration and Finance

Date

Approved by President

Date
Complete items when applicable. Write “Not Applicable” where appropriate.

Each Analysis of Instructional Laboratory Fees should include:
- A rationale of need for each consumable material and/or supply
- A list of consumable educational material and estimated expense expected for each course
- The establishment of the associated cost per student by using the following formula: Total cost of supplies needed divided by the number of students in the course = cost per student.

RATIONALE OF NEED: ____________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

ESTIMATED NUMBER OF STUDENTS: ________________________________

1. CONSUMABLES: (non-renewable, disposable materials and/or supplies that are used during the course)

   Estimated Cost/Student $ _________

2. SPECIALIZED PERSONNEL EXPENSES: (applicable where supplemental services are required beyond the assigned instructor)

   Estimated Cost/Student $ _________
3. **INCIDENTAL BREAKAGE:** (applicable to materials and/or equipment destroyed or lost during the course)

   Estimated Cost/Student $ __________

4. **MAINTENANCE AND REPAIR:** (costs related to routine servicing and upkeep of equipment for the course)

   Estimated Cost/Student $ __________

   ________________________  ________________________
   Approved by Program Facilitator  Date

   ________________________  ________________________
   Approved by Dean  Date

   ________________________  ________________________
   Approved by Chief Academic Officer  Date

   ________________________  ________________________
   Approved by District Board of Trustees  Date