Calculation of Fees:
Please identify all student laboratory, special, distance learning, and other user course fees associated with this course. Show the specific process used to determine the total fee. Attach documentation, if applicable, to support the calculation of fees. Provide a total fee which includes all areas identified on the form.

Course: ___________________________________________________

Course Number: ____________________________________________

I. STUDENT LABORATORY FEES

Materials/Supplies (cost of textbooks if included in fee):

Software:

Personnel (non-instructional):

Total Cost Per Student $__________________

II. SPECIAL FEES

Technical Support (non-instructional):

Laboratory Assistants:

Contracted Services:

Testing:

Professional Liability Insurance:

Student Health Insurance:

Miscellaneous costs:

Total Cost Per Student $__________________
III. DISTANCE LEARNING FEES

Type of fee:

Justification for the fee:

Total Cost Per Student, Per Credit Hour $__________________

IV. OTHER USER COURSE FEES

Type of fee:

Justification for the fee:

Total Cost Per Student $__________________

TOTAL COST PER STUDENT (Summary of All Areas)

Recommended Laboratory Fees: $__________________
Recommended Special Fees: $__________________
Recommended Distance Learning Fees: $__________________
(Cost Per Credit Hour Times Number of Credit Hours)
Recommended Other User Course Fees: $__________________
Total Recommended Fees: $__________________

Proposer ___________________________ Date __________

Approved_____________ Not Approved_____________

Chair, Council on Instructional Services Date

ICU-10 (Rev. 7/12)