

MATERIAL FEE CHANGE FORM

Use this form for Active Courses for which you wish the material fee to change. Please note that the Material Fee “lives” with the Course in Datatel Colleague, and changes are only permissible before a course section is posted for review and registration (i.e. Mat Fee changes must be submitted BEFORE the Summer, Fall, Winter timetables are posted in February). Material fees, once in place for a registration cycle, cannot be changed.

COURSE (i.e. PNTG 1000) _____

CURRENT MATERIAL FEE \$ _____

NEW MATERIAL FEE \$ _____

**** New Fee Effective ** (Registration Year)** _____

Rationale for Fee/Change in Fee:

Date: _____

Academic Division _____

Name of Chair (Please Print) _____

Signature of Chair _____

Signature of Dean _____

ALL ANNUAL CHANGES ARE DUE BY JANUARY 15 and will be in effect for the next Summer, Fall and Winter semesters.

******Please return this form to the Registrar!**