



User Fee Approval Form

Fields highlighted require data entry

Action (select one) New Fee **Fee Type (select one):** Other
If this is a new course, please attach approval by curriculum committee _____
If other specify

Course Prefix, Number and Title (if applicable): SLS 1301 CAREER AND EDUCATIONAL EXPLORATION

Current Fee Amount \$ - **Calculated Fee Amount** \$ 15.00
New Fee Amount _____

Effective Date or Term: 201110 Note: new fee amount cannot exceed the calculated fee amount

Course Cost Center (org. code) select one: 1232 Academic Success Programs
(click cell to see a list a valid codes)

Please Note: This fee will be assessed to all sections district wide

Justification:

Background Information:

This is a new course designed for students who are undecided about their educational and career goals. Various assessment tools will be used by the students to assist them in clarifying their short term and long term goals.

Reason for Fee or Fee Change:

There will be costs associated with the assessment tools used by the students. There will also be other instructional materials and activities that will incur a cost such as guest speakers, support materials, and student portfolios.

Cost per term:

Item/Service	Amount	Will Amount rollover for future purchases
Assessment Tools	1,200.00	YES
Supplies	750.00	YES
Software	500.00	YES
DVD Library	300.00	YES
Printed Materials	1,000.00	YES
		NO
		NO
		NO
Total	\$ 3,750	

Average Classes/Students per term:

Classes per Term *	Projected #Students	Total Students
10	25	250
User fee	\$ 15	
Fiscal Impact	7,500.00	

**Enter 1 if not applicable*

Prepared By: _____

Approvals:

 District Dean

 District Vice President of Academic and Student Affairs

Date Approved by District Board of Trustees: _____

(completed by Executive Director of Financial Services)

Please provide supporting documentation regarding items/service and amounts