

## **Instructional and Other Material and Use Fees**

**5020**

The District may require students to provide instructional and other materials required for a credit or noncredit course, provided that such materials are of continuing value to students outside of the classroom setting and provided that such materials are not solely or exclusively available from the District. Except as specifically authorized or required by the Education Code, the District shall not require a student to pay a fee for any instructional or other materials required for a credit or noncredit course.

“Required instructional and other materials” are any instructional and other materials which a student must procure or possess as a condition of registration, enrollment or entry into a class; or any such material which is necessary to achieve those required objectives of a course which are to be accomplished under the supervision of an instructor during class hours.

“Required instructional and other materials which are of continuing value outside of the classroom setting” are those materials which can be taken from the classroom setting, and which are not wholly consumed, used up, or rendered valueless as they are applied in achieving the required objectives of a course which are to be accomplished under the supervision of an instructor during class hours. Such materials include, but are not limited to, textbooks, tools, equipment, clothing and those materials that are necessary for the student’s vocational training and employment.

“Solely or exclusively available from the District” means that the material is not available except through the District, or that the District requires that the material be purchased or procured from it. A material shall not be considered to be solely or exclusively available from the District if it is provided to the student at the District’s cost and

- a) the material is otherwise generally available, but is provided solely or exclusively by the District for health and safety reasons; or
- b) the material is provided in lieu of other generally available but more expensive material which would otherwise be required.

The administration shall establish procedures governing class, materials, laboratory, and use fees that may legally be charged to students. The policies and procedures shall be uniformly enforced throughout the District and will ensure that the fees charged at both campuses will be based on the same criteria and practices. Class schedules, other than those mailed to resident addresses, shall be sold at a cost that will defer the expense of preparing and printing the schedule.

Income from such fees shall become supplemental income for the areas in which they were assessed as cost of materials or services. Staff and students should be informed of the distinction between these fees and unit cost.

*Foothill-De Anza Community College District  
Board of Trustees  
Board Policy Manual*

California Education Code § 76300-76395  
Title 5, section 59400-59408

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