Florida International University
Material and Supply Fee

Policy

Florida Statute 7.003 (7) authorizes each university Board of Trustees to establish material and supplies fees to offset the cost of materials or supplies that are consumed in the course of the student’s instructional activities, excluding the cost of equipment replacement, repairs, and maintenance.

Procedures

Any academic program seeking to implement a material and supply fee must submit a “Material & Supply Fee Request Form” documenting planned expenditures and the proposed cost per student. Justification for the fee must include how the material or supply is integral and required to the instruction of the course and how they will be used by the students. Fees should be proposed only for those courses which will be offered on a regular basis, rather than for one-time special topics courses.

Requests for new or revised fees must be approved by the academic dean. The forms are to be submitted to the Academic Budget & Personnel office by the first week of March for the fee to be implemented at the beginning of the following academic year. If approved, copies of the form will be submitted to the Registrar for incorporation into the course schedule and to the department. The material and supplies fees are incorporated into the tuition and fees for the students who register for the course and then credited to the Activity ID of the department offering the course. Course fees are to be expended during the term collected.

All fees for a particular department or discipline will be deposited into a single Activity ID. The academic unit is responsible for ensuring that expenditures and revenues in the Activity are consistent with the original basis for the fees and that adequate records are maintained to track expenditures by course.

If an Activity ID does not already exist the department must submit a “New Activity ID Request Form” to the Office of the Controller. The form can be found on the Controller’s website (http://finance.fiu.edu/controller/index.html).

Updated: June 2012