

College of Arts & Humanities | **GRADUATE SUPPORT**

Materials and Supplies Fee Request Form How-To Guide

Access the Form

- ⇒ Download the Materials and Supplies Fee Request Form for graduate courses from this link:
[Materials and Supplies Fee Request Form](#)
- Read all the information at the top of the form before moving on to the next step.

MaterialsSuppliesRequest_Online.pdf - Adobe Reader

Please fill out the following form. You cannot save data typed into this form. Please print your completed form if you would like a copy for your records.

University of Central Florida

Materials and Supplies Fee Request Form

Course Addition Course Revision

Forward to your college office

This form is to be used for requests to add, increase, or delete materials and supplies fees. All requests for the next catalog must be submitted by October 26 for the November agenda; deadlines of the Undergraduate Course Review Committee (Dr. Elliot Vines) and the Graduate Council (Interim Dean Ross Hinkle).

Request Routing: 1) Department Chair to College Dean's Office; 2) Dean's Office approved and enters data in online Course Action data base; 3) Graduate or Undergraduate committees review and Graduate or Undergraduate Dean submits to Provost; 4) A list of approved requests will be forwarded to the Provost for final approval.

Materials and supplies fees must be used for expendable or consumable items that are above and beyond the normal materials and supplies used in classroom instruction (lab, clinical, studio supplies) and cannot be used for personnel services or equipment purchases/rental. Maximum amount is \$70.00.

- Materials and supplies that are specialized and not readily available or materials and supplies that would save students money by bulk purchasing are legitimate uses of these fees.
- All materials and supplies fees must be spent on only the items listed on the table below. All materials and supplies fees for graduate courses must be approved by the Graduate Council; any previous materials and supplies fees being levied but not approved by the Graduate Council should be brought forward to document how the fees are being used.
- All materials and supplies fees should be reviewed periodically.

Section 1

Date Submitted: _____ College: _____

Department: _____

Course Prefix & Number: _____ Course Title: _____

Fees:
One course per form. Round fee to the nearest half dollar.

Current Fee Per Student: _____ Requested Fee Per Student: _____

Estimated Annual Enrollment: _____ Revenue from Enrollment: _____

Provide Justification for the Request:

Section 2

VPOS Rev: 08/07/2012 8:45:39 AM page 1 of 2

UCF College of Graduate Studies - PO Box 160112, Orlando, FL 32816-0112

Note: The M&S Fee Request form for graduate courses is very similar to the undergraduate form. You must use the correct form which is from the [Graduate Council's website](#).

Section 1

- ⇒ Complete the first section with all of the required basic information like in the example.

Date Submitted:	9/9/10	College:	Arts and Humanities
Department:	Music		
Course Prefix & Number:	MUN 5445	Course Title:	Percussion Ensemble

Section 2

⇒ Complete the second section with the fee information like in the example.

- If there is currently no M&S Fee for the course or if you are adding a new course, the current fee will be \$0.
- The Revenue from Enrollment can be calculated by multiplying the Requested Fee Per Student by the Estimated Annual Enrollment.
- If you are asking to delete an M&S fee, enter “\$0” for the Requested Fee Per Student. Rather than explaining how the fees will be used, type “We no longer need M&S fees for this course.”

Fees:
One course per form. Round fee to the nearest half dollar.

Current Fee Per Student: Requested Fee Per Student:

Estimated Annual Enrollment: Revenue from Enrollment:

Provide Justification for the Request:

Percussion students practice on UCF-owned equipment & instruments. Snare drums, bass drums, tom-toms, World Music drums, and timpani all have "drum heads" that are struck repeatedly by the students. These heads are made of plastic or animal skin and break or rip on a regular basis. The students practice on mallet keyboard instruments. The bars are suspended by a custom made rope, and the rope breaks after a number of hours of the bars being struck. Cymbals are suspended via straps and felts, and they need to be replaced as they wear out. Although breakage and wear occurs throughout the semester, all of these items need to be replaced at least annually. New sheet music also needs to be purchased each semester.

⇒ Continue to page two.

Page 2 of Materials and Supplies Fee Request Form

Provide detailed cost information (per student) about the expenses for which the fee is to be assessed.

No. of Units	Description	Estimated Cost
Total Cost of Items Per Student:		

Section 3

Section 4

Payment Details

Account Number to Deposit Fees:

Item Type:

Contact Person:

Phone Number:

Approval Signatures

Department Chair _____ Date

College Academic Standards _____ Date

College Dean _____ Date

Graduate Council _____ Date

Graduate Dean _____ Date

page 2 of 2

UCF College of Graduate Studies – P.O. Box 160112, Orlando, FL 32816-0112

Note: Unlike the undergraduate form, the M&S Fee Request form for graduate courses is two pages long. You must make sure that both pages are completely filled out, or the form cannot be processed.

Section 3

⇒ Complete the third section with the detailed cost information like in the example.

- For each item requiring a fee, enter the number of No. of Units, the Description labeling the item, and the Estimated Cost per individual student.
- Add all of the Estimated Costs to determine the Total Cost of Items Per Student.

Note: Your Total Cost of Items Per Student should match the Requested Fee Per Student from Section 2. If the two numbers do not match, check your calculations.

Provide detailed cost information (per student) about the expenses for which the fee is to be assessed.

No. of Units	Description	Estimated Cost
1	Drumhead	\$5.00
1 set	Keyboard Rope	\$2.50
1 set	Cymbal straps and felts	\$2.50
1 set	Ensemble Sheet Music (score and parts)	\$25.00
Total Cost of Items Per Student:		\$35.00

Section 4

⇒ Complete the fourth section with the required payment details like in the example below.

Payment Details

Account Number to Deposit Fees: 2317XXXX

Item Type: Materials and Supplies (head, rope, felts, and music)

Contact Person: Jeff Moore

Phone Number: 407-823-2519

Print and Submit

⇒ Print and submit your form.

- Print a hardcopy of the M&S form to have approved, signed, and dated by your department chair.
- Send the hard copy of the form with your department head’s signature to Trisha Farmer.

Warning: If you have opened the form in Adobe Reader, you may not be able to save the data you have entered. If this occurs, you can print out the completed pdf and scan the hardcopy.