



ADMINISTRATIVE PROCEDURES

No. 528.3

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

INSTRUCTIONAL AND OTHER MATERIALS FEES

Students may be charged a materials fee when enrolling in some classes. Required instructional and other materials which are of continuing value outside of the classroom setting are materials which can be taken from the classroom setting, and which are not wholly consumed, used, 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.

Materials fee charges shall be established so as not to exceed the actual cost to the District in providing the materials. "Instructional and other materials" means any tangible personal property which is owned or primarily controlled by an individual student.

Materials fees will be listed in the class schedule.

Materials fee refunds will be processed automatically for program changes made during the first two weeks of the semester.

Title 5 59404
Education Code 76365

Adopted: May 1, 1991
Revised: December 2, 1992
December 8, 1993
April 10, 2002