

ILLINOIS STATE UNIVERSITY
COMPTROLLER'S OFFICE
STUDENT ACCOUNTS
CAMPUS BOX 1210
Attn: Mary Hospelhorn

Student request for Materials Fee Cancellation

Illinois State University Policy

7.7.3 Course Material Fees

Policy

There are many courses on campus that require the consumption of materials or require a service expense for the student to receive the full educational benefit from the course. Examples would be the utilization of clay for an art project or the rental of the Bowling Center for a PE bowling class. These charges are placed in the [Centralized Accounts Receivable System \(CARS\)](#) system and billed directly to the student.

Guidelines

1. All departments must apply to the Provost's Office for the assessment of a materials fee for a specific course.
2. The fee can be assessed only if it is printed in the Class Schedule Booklet for that session, so substantial lead time must be given when requesting a new materials fee.
3. CARS will bill the student for any materials fee that is assigned to each course registered for. The materials fee charge is billed on the first bill ran after the class is added to the student's account.
4. As payments are received, CARS applies them to the appropriate charges and the money is transferred to the proper financial account.
5. Materials fees are optional to the student, since he or she must be allowed the opportunity to purchase the needed material from other sources. In these cases an authorization form signed by the fiscal agent is sent to the Student Account's office and the materials fee is dropped.
6. About the 5th or 6th week of the session a complete report for each course is sent to all departments, listing students enrolled, charges, and fees paid or owed.
7. Questions about establishing materials fees should be directed to the Provost's Office at 438-2920, and all other questions should be directed to the Student Account's office at 438-5643.

Term _____

Department Name or Number _____

Course Number _____

Section Number _____

Student Name _____ Student UID _____

Instructor / Professor Signature _____ Date _____

Department Signature _____ Date _____