**MIAMI DADE COLLEGE**

**COLLEGE & VOCATIONAL CREDIT COURSE USER FEE REQUEST FORM**

(Must be completed by originating Discipline or School & must be approved by CASSC according to the following schedule:
Fall = April 1; Spring = August 1; Summer = December 1)

Date Submitted: ____________________

<table>
<thead>
<tr>
<th>Proposed Course</th>
<th>Existing Course</th>
<th>Course Number:</th>
<th>Course Title:</th>
<th>Credit Hours:</th>
<th>Contact Hours:</th>
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</thead>
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Fees (if increasing an existing fee, please complete both items):

- ☐ Current Fee: $__________
- ☐ Proposed Fee $__________

Rationale/ Justification for New or Increased Fees:

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**Itemized Costs**

Course costs may require a special fee to be assigned. A course special fee may be charged in addition to other statutory fees when course costs are in excess of base instructional cost. Examples may include the following: (1) Cost of materials furnished by MDC and utilized as part of the instructional process, (2) personnel costs such as tutors/paraprofessionals in excess of base instructional costs, (3) repair and maintenance costs for high-tech equipment utilized by students, replacement for damaged or lost software, tapes, and other accessories, including required reference materials.

*This special course fee must be utilized by all campuses which offer the course and will be reviewed at least once every five years.*

**Item(s)** - Please provide an itemized list of goods and/or services to be purchased: (Example: Film)

<table>
<thead>
<tr>
<th>Item(s)</th>
<th>Amount (Example: $20.00)</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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</table>

**A. Minimum Class Size** (Number of Students)

# of Students =

1. Total Cost of Materials Utilized in Course (for minimum class size) $  
2. Total Personnel Costs in Excess of Base Instructional Costs (for minimum class size) $  
3. Total Repair/Maintenance Costs (for minimum class size) $  
4. Total Cost of Services (Add lines 1 - 3) $  

**5. Per Student Cost for Minimum Class Size** (Divide line 4 by minimum number of students listed in “A” above.) (Round off to nearest even dollar amount.) $  

**Approvals:**

- Chairperson: ________________________/Date: ______
- Assoc. Dean/School Director: ________________________/Date: ______
- Campus Academic Dean: ________________________/Date: ______

*Note: CASSC & Provost for Education approvals listed on Curriculum Report(s).*

CASSC Form 109 – Rev. 02/04/2005