



**ADMINISTRATIVE FORM 3502
STUDENT ACTIVITY FUNDS
APPROVAL OF CLASS FEES**

School name

Requestor (Class or Department)

Fee type (Class Fee/Instructional Fee/Lab Fee)

Class fee policy

Students charged a participant fee specifically to cover the cost of uniforms or equipment are entitled to the uniform/equipment upon completion of the specific activity. Fees charged must be consistent with the actual cost of the uniforms or equipment and not result in profit.

Instructional fees and Lab fee policy

Schools will charge students for materials used in class projects if the finished product is to be taken home. All money received for the purchase of materials must be deposited in the office of the individual school.

All lab fees collected to cover the cost of disposable workbooks and course supplies that have been purchased with student activity funds are to be deposited in the individual school's student activity funds account from which the purchase was made.

Class or activity fees assessed to cover the cost of materials or activities should reflect the actual amount expected to be spent on the materials or activity. The assessed amount may be rounded to the nearest whole dollar but otherwise may not result in a profit. If an amount in excess of the actual costs is being assessed the request for fees must notify the person of the amount of, and anticipated use for, the excess funds collected.

Description of items and / or activities to be covered and related expenses

Description	Amount
Total fee per student	

Anticipated use for excess funds (if applicable)

Description	Cost	Anticipated purchase year

Requested by

Date

Approved by

Date