Collin College
Fee Request for Board Approval and/or Fee Modification

Course Title or Program: **ID Card Replacement**

Fee Name: **ID Card Replacement Fee**

Fee Amount: **$7.00**

Detail Code/FOAPAL: _____

assigned by Business/Bursar Office

Requested Implementation Date or Term: August 23, 2021

Justification for fee (attach *applicable supporting documentation*):

Currently, new ID cards are free and replacement ID cards are $2 each. The costs to create a new CBORD ID averages $7 to cover the physical card, printer materials, labor, and software fees. If approved, the College will maintain the free initial ID card but raise the costs of replacement IDs from $2.00 to $7.00.

Select one from each list below:

Original approval request *(requires VP and Board approval)* : ☐
Change to existing fee amount *(requires VP Board approval)* : ✓
Course Designation Change (no fee change): ☐
Fee Termination Notice: ☐

Select one from list below:

This is a course lab fee (<$24): ☐
This is a course special fee (>$24): ☐
This is a pass-through fee: ☐
This is an administrative fee: ☐
Other *(explain in justification block)* : ✓
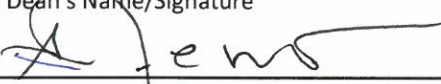
Approvals:

N/A

Requestor: Director or Associate Dean's Name/Signature

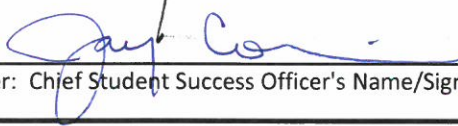Date

N/A

Approver: Dean's Name/Signature

Date

2/10/2021

Approver: Vice President's Name / Signature

Date

2/10/2021

Approver: Chief Student Success Officer's Name/Signature

Date

Instructions: *Complete all requested information, including detailed cost justification, and route for approving signatures. (Attach a second page, if needed.) Vice President/Provosts are to submit this form, once approved, to the Office of the Senior Vice President of Campus Operations.*
Note: *Requests for new or modified fees will be submitted to the Board of Trustees for approval by the Office of the Senior Vice President of Campus Operations. The Office of the Bursar will receive all requests, once approved. Departments are responsible for any necessary fee entries in Banner at the course section level. The Office of Bursar forwards approvals to the curriculum coordinator for Banner catalog input.*

Texas Education Code (TEC) Citations for assessing fees:

TEC, Subchapter E.54.501: *Laboratory Fees...shall not be more the $24 per semester credit hour of laboratory course credit...*

TEC, Subchapter B.54.051(l):*Courses in art, architecture, drama, speech, or music where individual coaching or instruction is the usual method of instruction...*TEC, Subchapter E. 54.504: Incidental *Fees...reasonably reflect actual cost to the university of the materials or services for which the fee is collected.*

TEC, Chapter 130.084(b): *Fees necessary for efficient operation of the college...*