

Petition for Course Material Fee Exemption

721 Cliff Drive – SS150, Santa Barbara, CA 93109

This is a formal request to waive a required Course Material Fee. This waiver may be permitted in certain circumstances, such as re-taking a course or procurement of materials from an alternative source.

PLEASE COMPLETE THE FOLLOWING

Your petition will be returned if missing information.

Today's Date: _____

SBCC ID: K _____

Semester of Request: (One petition per semester)

Semester: _____ Year: _____

Name _____
First, Middle, Last

CRN #: _____

SBCC Email: _____

Course Name: _____

Telephone: () _____

Instructor Name: _____

- Student Instructions:**
1. Fill out the form accurately and completely
 2. Submit the form to the Department Chair for their approval

The Department Chair will review your form. If approved, they will send the approval form to cashiers@sbcc.edu. The Cashier's Office will then remove the course material fee as authorized by the Department Chair. Once processed, the Cashier's Office staff will notify you of the result via your SBCC email.

Reason for Exemption:

- Student re-taking the course and already have the material from last enrollment.
- Student have procured the required material on their own.
- Additional Information: _____
- _____

Department Chair Approval Signer: _____ Date: _____

Department Chair Last name _____, First Name _____
(Print) (Print)

CASHIER'S OFFICE USE ONLY

Date Received: _____ Amount credited: _____

Staff Initial: _____ Processed Date: _____ Date Notify Student: _____