

**Individual Class Fee Opt-Out Request
University of Kansas**

Student Name: _____

Student ID #: _____

Term: _____

You must list each applicable class for which you wish to opt-out. This form covers only the term listed above – a new request must be submitted each term.

Class # (5 digit)	Dept (example Art)	Catalog # (3 digit)	Course Title	Individual Class Fee	Confirm Opt-Out (circle "Y" to confirm yes)	Instructor Signature
					Y	
					Y	

I have verified via the Comprehensive Fee Schedule <http://registrar.ku.edu/tuition-and-fees> for the current year that the class(es) that I've listed above contain Individual Class Fees as outlined in section 2.1.1 of the Comprehensive Fee Schedule.

I understand that I have the right to opt-out of these Individual Class Fees which are intended to cover the cost of supplies to be used for the class assignments. By doing so, I understand that I will be responsible for purchasing my own supplies, and will not have access to the consumable materials that are generally made available to students taking this class who do pay the Individual Class Fee.

I also understand a list of materials has been made available to me based on my instructor's course syllabus. Further, by opting out of this fee, I fully accept the responsibility to obtain these items on my own and understand that failure to do so on a timely basis may impact my ability to stay current in this class and may affect my academic success. I understand that if I opt out and am later found to have used University supplies for the class, I may be charged the Individual Class Fee for the course. In addition, I may face charges of non-academic misconduct.

Finally, I understand that should I choose to opt-out of the Individual Class Fee, I must do so by the end of the day of the third class meeting, and once I have opted-out by submitting this form, I may not reverse my decision.

Student Signature

Date

This form must be submitted to the Office of the University Registrar at the following address by end of the day of the third class meeting.

Office of the University Registrar
KU Visitor Center
1502 Iowa St.
Lawrence, KS 66045