



## **FAU Office of Executive Programs – Instructional Materials Policy**

Federal Regulation **668.165(b)** from the Department of Education requires all educational institutions that are receiving federal funding (including FAU) to follow certain protocols in regards to accessing and acquiring course textbooks and supplemental materials by students. Until August 2016, the Office of Executive Programs at FAU included and provided textbooks as an all-inclusive service to its students (with the exception of the Online MBA program) as a component of the tuition cost per credit. As a result of the new regulations, the Office of Executive Programs, with the endorsement of the University, will now provide Executive Program students with two options in regards to textbook and supplemental materials: *instructional materials package or tuition and fees only.*

New and continuing students meet with a Program Coordinator before the start of each semester to review registration of courses. During this time, the student will have the opportunity to discuss the terms and conditions of electing the instructional material package or tuition and fees only option. Once reviewed and a decision has been reached, the student will be provided an acknowledgement form to certify their decision.

### **Option 1 – Instructional Materials Package (Office of Executive Programs will purchase and provide the textbooks and supplemental materials for executive program classes for degree seeking students (EMBA, PMBA, MSF, EMHA – on campus), with the exception of online courses and online degree programs)**

Students who select the instructional materials package will continue receiving their textbooks and supplemental materials purchased by the Office of Executive Programs and provided within the 1st week of each semester (term, where applicable). Under the terms of this package election, an “instructional materials” charge will be placed on the student’s account.

### **Option 2 – Tuition and Fees Only Option (Student procures the textbooks and supplemental materials)**

Students who elect the tuition and fees only option will be responsible for procuring all required instructional materials (textbooks and supplemental materials) as outlined by the instructor. By electing this option, students agree to have the required textbook(s) and material(s) by the 1st day of class for each course.

## PROGRAM RATE CHART

<b>INSTRUCTIONAL MATERIALS PACKAGE (Executive Programs Purchase Books and Materials)</b> <b>(cost breakdown per credit)</b>							
Description	EMBA	PMBA	OMBA	EMHA Weekday (ending SP 17)	EMHA Weekend	EMHA Online	MSF
<b>Tuition Cost</b>	\$ 848.89	\$ 783.89	\$ 733.89	\$ 893.89	\$ 893.89	\$ 833.89	\$ 883.89
<b>Local Fees:</b>							
Capital Improvement Fee	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76
Financial Aid Fee	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18
Activity and Service Fee	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32
Athletic Fee	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27
Health Fee	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42
Technology Fee	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16
<b>TUITION &amp; FEES</b>	<b>\$ 915.00</b>	<b>\$ 850.00</b>	<b>\$ 800.00</b>	<b>\$ 960.00</b>	<b>\$ 960.00</b>	<b>\$ 900.00</b>	<b>\$ 950.00</b>
Instructional Materials	\$ 50.00	\$ 50.00	N/A	\$ 40.00	\$ 40.00	N/A	\$ 50.00
<b>Tuition, Fees &amp; Instructional Material per credit</b>	<b>\$ 965.00</b>	<b>\$ 900.00</b>	<b>\$ 800.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1000.00</b>	<b>\$ 900.00</b>	<b>\$ 1,000.00</b>

<b>TUITION and FEES ONLY: Student Purchases Books and Materials</b> <b>(cost breakdown per credit)</b>							
Description	EMBA	PMBA	OMBA	EMHA Weekday (ending SP 17)	EMHA Weekend	EMHA Online	MSF
<b>Tuition Cost</b>	\$848.89	\$ 783.89	\$ 733.89	\$ 893.89	\$ 893.89	\$ 833.89	\$ 883.89
<b>Local Fees:</b>							
Capital Improvement Fee	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76	\$ 6.76
Financial Aid Fee	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18	\$ 15.18
Activity and Service Fee	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32	\$ 12.32
Athletic Fee	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27	\$ 17.27
Health Fee	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42	\$ 9.42
Technology Fee	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16	\$ 5.16
<b>Tuition and Fees per credit</b>	<b>\$ 915.00</b>	<b>\$ 850.00</b>	<b>\$ 800.00</b>	<b>\$ 960.00</b>	<b>\$ 960.00</b>	<b>\$ 900.00</b>	<b>\$ 950.00</b>