

## Tippie Executive MBA Book/Course Material Request

Department of Education Cash Management Regulation §668.164(c)(2) requires institutions with programs that include the costs of books and supplies as part of tuition and fees to separately disclose those costs and explain why including them is in the best financial interests of students.

The University of Iowa provides books, cases, articles and other course materials to students in the Executive MBA Program as part of our services for our students, all of whom are current and emerging leaders and working professionals. These materials are provided to the students prior to the start of each term. The total cost of books and course materials is approximately \$2,800 per student over the 4-term program. Students could purchase these materials directly from the vendors; typically pricing to an individual will be higher than pricing paid by the University. However, each student has the right to opt out of the all-inclusive tuition rate and purchase these materials on their own. Students who choose to purchase their own materials will receive credit/reimbursement for the actual price paid by the Tippie EMBA program for the corresponding materials. A student who elects this option does so for *all* books and course materials for the stated term - you may not opt in/out for certain books/materials. Students must present original receipts for ALL required books and other course materials in order to receive the credit/reimbursement. Students **MUST** comply with copyright regulations.

*Please indicate your decision by checking one of the two boxes below, and sign/date*

- I would like to have books and course materials provided by Tippie as part of tuition/fees in the **20\_\_ - 20\_\_ academic year**.
- I would like to participate in the opt-out option in the **20\_\_ - 20\_\_ academic year**. I understand the terms of the opt-out and understand that the following is true:
1. I must present original receipts for ALL required books and course materials for the semester in order to receive credit/reimbursement.
  2. I will receive credit/reimbursement for the actual price paid by the Tippie Executive MBA program for the books and course materials that I purchase on my own.
  3. My actual costs for books/materials may be higher or lower than the estimates above.
  4. I will not be able to join in any group discounts that may apply to the University of Iowa.
  5. I must purchase the edition/version specified by the instructor for all materials.
  6. I am responsible for locating and purchasing ALL required materials prior to class deadlines and for paying all copyright charges according to current copyright laws. Violation of copyright laws constitutes violation of the Tippie Honor Code.

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Student Name (printed)

Signature

Date

**Please sign, date and return to:**  
Executive MBA Program  
Attn: Program Director  
100 Pomerantz Center, Ste E444

**Or Scan and email to:**  
[dawn-kluber@uiowa.edu](mailto:dawn-kluber@uiowa.edu)