|  |  |
| --- | --- |
|  |  |

# Freedom of Information Request Form

## CONTACT DETAILS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name (s): |  | | Surname: |  |
| Address: | |  | | |
| Email: |  | | Home Number: |  |
| Work Number: |  | | Mobile Number: |  |

## I WOULD LIKE ACCESS TO THE FOLLOWING DOCUMENTS

|  |
| --- |
| *Clearly describe the documents you seek to access. The request must provide such information concerning the documents as is reasonably necessary to allow the Institute to identify the document sought. If the documents are about personal affairs, you should provide evidence of your identity e.ga photocopy or electronic copy of your current driver’s license.* |

## I WISH THE DOCUMENT TO BE MADE AVAILABLE AS FOLLOWS

*Access charges relate to the costs incurred in granting access to the documents that you have requested. These costs may or may not apply depending on the nature of your request*

☐ INSPECT ORIGINALS ☐ A COPY OF THE ORIGINALS

## FEE

*If you want the fee to be waived, you should also include evidence that payments of the fee would cause you financial hardship with your application. For example, a photocopy or electronic copy of your current health care card.*

☐ I have included the application fee of $27.90

☐ I believe I am eligible for reduced or waved fees on the grounds of financial hardship

## SIGNATURE AND INFORMATION

|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Signed: |  | Date: |  |

There are two costs associated with making an FOI request:

The **Application fee** is - $27.90 from 1 July 2016 (non- refundable unless fee is waived). The only exemption is for people suffering hardship who can ask the agency to waive the application fee – evidence must be provided.

The **Access charges** are set by government regulations. You can download a copy of these regulations from Freedom of Information Commissioner’s website. Access charges relate to the costs incurred in granting access to the documents that you have requested. These costs may or may not apply depending on the nature of your request.

All fees are payable by cheque or money order made payable to either the Box Hill Institute or Centre for Adult Education.