

## **FREEDOM OF INFORMATION REQUEST FORM**

This form can be used to make an application to Victoria University under the Victorian Freedom of Information Act (1982).

Please complete and send to:

FOI Officer  
Victoria University  
Records and Archives Services  
Footscray Park Campus  
Ballarat Road, Footscray  
PO Box 14428 MELBOURNE  
Victoria 8001

Alternatively, you may send your completed form via email to [foi@vu.edu.au](mailto:foi@vu.edu.au)

### **1. Applicant's Contact Details**

Title: .....

Name: .....

Postal Address .....

Suburb: ..... Postcode .....

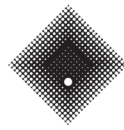
Phone number: ..... Email: .....

### **2. Documents sought**

Date range: .....

**I seek access to the following document(s):**

**(Please attach another page if more space is required)**



### 3. Mode of access

Please indicate if you would like to inspect and/or receive a copy of the documents:

I would like to inspect the document(s)

I would like to receive a copy of the document(s)

### 4. Application Fee

An application fee of \$32.70 applies to requests for access to documents under the Freedom of Information Act (FOI). Application fee increases on 1 July each year. Payments to be made with your application.

#### Option 1: Paying by credit card

Make an online payment via our [website](#).

#### Option 2: Paying in person (for Victoria University staff and students)

Make payment through VUHQ on any campus.

#### Option 3: Paying by cheque or money order

Please attach to your application.

Where the payment of fees or charges may cause financial hardship, an applicant may apply for a reduction or waiver. If you wish to request consideration for a reduction or waiver, please outline your reasons and attach documentary evidence such as a photocopy of your Centrelink Card.

### 5. Other Charges

Under the FOI (Access Charges) Regulations 2014, the following charges may apply.

- **Search charges** - \$24.50 per hour or part thereof
- **Supervision charges** - \$6.20 for every 15 minutes
- **Photocopying charges** - 20c per black and white A4 page
- **Providing access in a form other than photocopying** - reasonable costs incurred by the University in providing copies
- **Charge for listening to or viewing a tape** - reasonable costs incurred by the University in making arrangements to listen to or view (supervision charges also apply)
- **Charge for making a written transcript out of a tape** - reasonable costs incurred by the University in providing written transcript

### 6. Privacy

Your personal details are being collected for the sole purpose of processing your request under the Freedom of Information Act 1982. For more information, please view our [Privacy Policy](#).

Signature:

Date:

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