

# Freedom of Information Act

## Request for Access to Documents

Office Use Only			
Date application fee received		Receipt number	

### Your details

Name			
Postal Address			
Contact Number		Email	

I request access to the following documents (if insufficient space, please attach a schedule)

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### Form of requested documents

I request that access be provided in the following form:	
<input type="checkbox"/>	Copies of the document(s) to be sent to the address shown above
<input type="checkbox"/>	The original document(s) to be made available for inspection

### Application fee

<input type="checkbox"/>	<b>I enclose a cheque for the application fee of \$27.90</b>
<input type="checkbox"/>	<b>I wish to pay the application fee of \$27.90 by credit card</b> <i>(Note: if you wish to pay by credit card, please phone the University's Cashier's Office on (03) 5227 1146 to arrange payment, quoting item code M15 and email date of payment and receipt number to the FOI Officer)</i>
<input type="checkbox"/>	<b>I request a reduction or waiver of the application fee for the following reasons:</b> <i>(Note: Where payment of the application fee may cause financial hardship, an applicant may apply for a reduction or waiver.)</i>

*Deakin University may impose a charge for search time and for costs incidental to access, including photocopying charges. You will be supplied with a statement of further charges if appropriate.*

Signature		Date	
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Please send your request by email to [foi@deakin.edu.au](mailto:foi@deakin.edu.au) or by mail to Sandra Mussett, Freedom of Information Officer, Deakin University, Locked Bag 20001, Geelong, Victoria, 3220.