

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 Management
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

1. Applicant's Contact Details

Title:

Name:

Postal Address

Suburb: Postcode

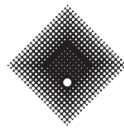
Phone number: Email:

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 \$33.60 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.

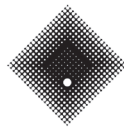
5. Other Charges

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

- **Search charges** - \$25.20 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](#).



**VICTORIA
UNIVERSITY**

Signature:

Date:
