



**REQUEST FOR ACCESS TO INFORMATION
UNDER THE FREEDOM OF INFORMATION ACT**

Details of Applicant	Surname_____ (Title)_____ Given Names_____ Australian Postal Address_____ _____ _____ Postcode _____ Telephone Number(s) _____
Details of Request	I request access to document(s) concerning matters which are (place a tick in the appropriate box) <input type="checkbox"/> Personal <input type="checkbox"/> Non Personal These documents are _____ _____ _____ _____ Unit/Dept holding document_____
Form of Access	Place a tick in the appropriate box I wish to inspect the document(s) <input type="checkbox"/> Yes <input type="checkbox"/> No I require a copy of the document(s) <input type="checkbox"/> Yes <input type="checkbox"/> No I require access in another form <input type="checkbox"/> Yes <input type="checkbox"/> No Specify_____
Fees and Charges	Attached is a cheque/money order to the amount of \$30 (payable to UNSW) to cover the application fee. I understand that I may be required to pay processing charges in respect of this request and that I will be supplied with a statement of charges if appropriate. Note: In certain cases a 50% reduction in fees and charges may apply. (see the section on fees and charges in the <i>Guidelines for Using FOI at UNSW</i>). If you consider you are entitled to a reduction, submit a request with copies of supporting documents with this form.
Lodgement of Application	This Application must be addressed to The FOI Officer, UNSW Sydney NSW 2052 Phone: (02) 9385 2860 Email: foi@unsw.edu.au
Advice on Application	The University will advise you on its decision for access within 21 days if receipt of this application (this time may be extended by a further 14 days if special circumstances apply such as a need to consult or to locate old documents). Applicant's Signature_____ Date: / /