

## **Fees Notice – Information Disclosures**

The University does not charge for information requests relating to information about the University up to the appropriate limit, currently £450 (equivalent to staff time of 18 hours at £25 per hour). If the cost of responding to a Freedom of Information request exceeds the appropriate limit, the University need not comply. In such cases we will discuss with the applicant whether the request can be modified to reduce the cost.

Where the University complies to meet a request that exceeds the appropriate limit, we will issue a fees notices to the applicant stating the estimated fee. It will take into account the costs involved in the following activities:

- determining whether the information is held,
- locating and retrieving it,
- extracting the information, and
- informing you whether we hold the information and communicate the information to you (by means of postage, printing and photocopying).

For a hard copy of information, the University will take into consideration the Equalities Act 2010 and will waive the first £10 of costs relating to postage, printing, stationary or photocopying. In the event that the University decides to charge for costs in excess of £10 a fees notice will be issued.

Charges are applied on the following bases:

Postage	The full postage costs
Photocopying /Printing	A4 – 10p per sheet      A3 – 35p per sheet
Stationary	At full cost of the materials by a reputable retailer.

Information available from the University's website is free to access in that format and we will not charge for freely available materials, for example a university prospectus.

Where a fees notice is issued, the applicant has 3 months to pay. If no payment is received within that time, the University is not obliged to respond to the request.

Request for your own information held by the University are provided free of charge; where requests are manifestly unfounded or excessive, the University may refuse to respond or charge a reasonable fee taking into account the administrative costs of providing the information. The period allowed to respond (one calendar month) to requests will start after receiving the fee.