

## Fees Notice

The University of Wolverhampton provides information free of charge on its website. Members of the community who do not have access to the Internet can view the Information at the following University learning centres:

Harrison	01902 322300
Telford	01902 323983
Walsall	01902 323158

If the information you require is not available freely on the Internet, or if you have difficulty accessing it, you can make a request. Where the cost involved in responding to your request amounts to more than £10 you will be given a fees notice asking you to provide a fee to cover the costs of photocopying, postage or any other related costs. For amounts less than £10 the fee will be waived. Photocopying will be calculated at a maximum charge of 10p per sheet. The 20 working day deadline for supplying the information will not commence until the fee has been received.

If the cost of complying with the request amounts to £450 or more, calculated at £25 per hour in staff time in relation to locating, retrieving and extracting the information, then the request will be forwarded to the University Secretary, who will decide whether to

- Refuse the request
- Charge for the cost of complying including calculations based on staff time involved with retrieving and collating the information
- Supply the information without the full charge being imposed

Where more than one request is received from the same person, or people acting together as part of a campaign, the University may consider combining the costs when determining whether they amount to £450<sup>1</sup>. This will only be considered where the requests are of a similar nature and within a 60-day period.

Where charges relate to providing the information in another language the University reserves the right to charge, and the decision will rest with the University Secretary.

Where the information is requested to enable access to information in accordance with the Disability Discrimination Act, the fee for conversion will be waived in most circumstances.

Where charges do not relate to the individual's preferred format and the charge cannot be met by the requestor the University will consider alternative forms of access.

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<sup>i</sup> Guidance on the application of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, <http://www.dca.gov.uk/foi/feesguide.htm>