

12 January 2018

Nicholas L'Estrange  
By email: [foi+request-4307-c7f079c0@righttoknow.org.au](mailto:foi+request-4307-c7f079c0@righttoknow.org.au)

Dear Mr. L'Estrange,

### Freedom of Information Request

I refer to your application subject to the [Freedom of Information Act 1982 \(Vic.\)](#) ('Act') requesting access to:

*'...the latest data on the number of Chinese students enrolled at your institution.'*

Your application was received on the **12 January 2018**.

To be valid under section 17 of the Act, a request must satisfy three criteria:

- 1) The request must be in writing (which includes email);
- 2) The request must be accompanied by the necessary fee, which is currently **\$28.40**; and
- 3) The request must be sufficiently clear to enable us to undertake a search for relevant documents.

Your request clearly meets **the first criterion**.

To meet the second criterion, the fee can be paid online at <http://go.unimelb.edu.au/e8zn>, via cheque or money order (made payable to 'The University of Melbourne'), or by credit card by telephoning (03) 9035 7929.

If you are unable to pay the fee based on hardship, please state your reasons in writing and provide evidence that you believe supports your claim (for example, a valid health care card or pensioner card). You will be informed as to whether your hardship claim is accepted or not. Please note that your request is not considered valid under the Act, and cannot proceed, until the application fee or a statement of hardship has been received.

The third criterion requires us to determine whether your request is sufficiently clear to enable us to undertake searches for relevant documents. Once we have received your fee and have had an opportunity to consider your request in detail, we may need to contact you for further clarification regarding the terms of your request.

Please note that FOI requests under the Act must be for **documents** which are in the possession of the University. The Act **does not cover the generation of new information** at the request of applicants.

I would be grateful if you could please respond **by 15 February 2018**, otherwise I will assume that you do not wish to proceed with your request and no further action will be taken by the University.

For further information, including documents covered by the Act, visit <http://go.unimelb.edu.au/7dea>.

Kind regards,

**FOI Coordinator**