

12 December 2018

R Yang  
By email: [foi+request-5126-2592e523@righttoknow.org.au](mailto:foi+request-5126-2592e523@righttoknow.org.au)

Dear Yang,

### **Freedom of Information Request**

Thank you for your email of 26 November 2018, in which you are seeking access to documents under the [Freedom of Information Act 1982 \(Vic.\)](#) ('Act').

To be valid under Section 17 of the Act a request must:

- 1) be in writing;
- 2) be accompanied by the necessary fee, which is currently **\$28.90**; and,
- 3) be sufficiently clear to enable us to undertake a search for relevant documents.

Your request clearly meets the first criterion.

### FOI processing fee

In order to meet the second criterion, the fee can be paid via cheque or money order made payable to 'The University of Melbourne', or by credit card by telephoning 9035 4268, or online at <http://go.unimelb.edu.au/e8zn>.

If you are unable to pay the fee due to hardship, please state your reasons in writing and provide any evidence that you believe supports your claim (e.g. health care card, pensioner card). You will be informed as to whether your hardship claim is accepted or not.

### Sufficiently clear terms

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

You should also note that FOI requests under the Act must be for documents which are in the possession of the University and does not cover the generation of new information at the request of applicants.

For further information, including types of documents covered by the Act, visit <http://go.unimelb.edu.au/mg96>.

Kind regards,

**Business Support Office**  
**Legal and Risk, University of Melbourne**