

**FREEDOM OF INFORMATION ACT (FOI)**

**INFORMATION REQUEST**

**APPLICATION FORM**

The College recognises that it has a duty under the Freedom of Information Act to respond to requests for information, and that not all such requests can be satisfied through the use of its publication scheme.

In order to respond efficiently to requests for information, the College would appreciate requests being made as specific and unambiguous as possible.

If the College is unable to identify and locate the information being requested, it may need to ask the applicant for clarification. This could arise for example where the request:

- can be read in more than one way;
- does not have an obvious interpretation;
- is so general and open-ended that it is impossible to determine what information falls within its scope; or
- is rendered unclear by the context.

Applicants should recognise that there may be circumstances in which the College will refuse an information request. To know more about those circumstances, please visit [http://www.ico.gov.uk/upload/documents/library/freedom\\_of\\_information/detailed\\_specialist\\_guides/fes016\\_refusing\\_a\\_request\\_v1.pdf](http://www.ico.gov.uk/upload/documents/library/freedom_of_information/detailed_specialist_guides/fes016_refusing_a_request_v1.pdf)

Applicants should also recognise that the College may be entitled to charge for satisfying a request for information.

Date of application:		
Name of applicant:		
Correspondence address (post or e-mail): Please state preferred method of receipt of information		
Details of information requested:		
Questions: (Please indicate which question(s) you wish us to answer)	1. Does the College hold this information?	
	2. Can the College make the information available to me?	
	3. What will the College charge me for making the information available to me?	
Please send the completed application to:	<a href="mailto:foi@racc.ac.uk">foi@racc.ac.uk</a> or Freedom of Information Request c/o Clerk to the Governing Body and College Secretary RACC Parkshot Richmond TW9 2RE	