



HAVERING SIXTH FORM COLLEGE

FREEDOM OF INFORMATION ACT 2000

PUBLICATION SCHEME - CHARGING POLICY & SCALE OF CHARGES

Policy Statement

The College will make information available to the general public in accordance with the principles of the Freedom of Information Act.

Full details of how to access information are set out in the Publication Scheme.

- The College will publish as much as possible on its website where it is available free of charge.
- There will be no charge for documents which are already freely available such as prospectuses.
- Copies can be requested by e-mail.

Scale of Charges

Scale of charges for paper copies, including post & packing

The cost of providing up to ten sheets as paper copies will be borne by the College.

For 10 – 19 sheets £1.00

For 20 – 29 sheets £2.00

For 30 – 39 sheets £3.00

For 40 – 49 sheets £4.00

For 50 – 100 sheets £8.00

For requests amounting to more than 100 sheets, a price will be provided to the requester.

Fees Notice

When a charge is to be made, a Fees Notice will be issued and the 20 working day limit for responding will be suspended until the College receives payment. If the fee is not received within three months, the College is then **not obliged to comply with the request**.