

The College is happy to supply virtually all of the information in its two publication schemes on paper.

To receive paper copies of the information use the form below. Complete all sections of the form and attach a cheque for the fee required.

A fee is charged to defray the costs of retrieval, photocopying, postage and general administration. The fees are indicated on the web version of the Publication Schemes and are banded either:

- A - up to 10 sheets - £2
- B - 11 to 30 sheets - £5
- C - 31 to 50 sheets - £10

Where requests are for more complex pieces of information e.g more than 50 sheets, full-colour documents or for archived copies of documents which are not easily accessible or available on the web site, the fee will be available on application. In these cases **please write, email or telephone the FOI Co-ordinator** at the College who will let you know in advance the fee that will have to be paid.

To calculate the fee, add the cost for each document to the total. Where multiple items are required from a single entry, e.g. minutes, count the fee once for each document requested. A few documents are available free of charge. Charges will be reviewed regularly.

In a few exceptional cases we require you to come to the College in person to view the information. This is mainly for technical reasons such as the information being supplied by a specialist database that cannot be viewed beyond College boundaries. These cases are clearly indicated against the entries.

## INFORMATION REQUEST

Where information is not available on the web-site or you decide not to download it, it will be necessary to complete and send this form to the College if you wish to have paper versions of information from our publication schemes. The College will respond to your request within 20 working days of receipt of your form which should be accompanied by the appropriate fee.

The completed form and cheque for the appropriate amount, made payable to Hills Road Sixth Form College, should be submitted to:

Julie Francis  
PA - Resources & Governance  
Hills Road Sixth Form College  
Hills Road  
Cambridge  
CB2 -8PE

Which document(s) from the Publication Scheme do you wish us to send?  
(Please specify College/Cantabrigian, the relevant class and exact description)

Your name

To send you information we need your address

If your request covers any information to which an exemption applies which allows the College more time to consider the request or withhold some or all of the information, you will be advised of this within the initial twenty days.

Please note that under the terms of the Data Protection Act the College will retain details of this request on file but will not disclose such information outside the College.

Thank you for your interest.