

**University of Exeter**  
**Freedom of Information: Charging Policy**

**1. Introduction**

The University recognises its obligations to make information readily available under the Freedom of Information Act 2000 and does not want charges to prohibit this right of access to information. However, there may be situations where it is appropriate to charge for requests. This policy outlines the situations where the University feels it is necessary to make a charge and specifies how the charge will be calculated.

This policy has been written in line with the Freedom of Information Fee Regulations<sup>1</sup>.

**2. Determining whether the information is held, locating, retrieving and extracting the information**

The University is not obliged to respond to requests for information where the cost of determining whether the information is held, locating, retrieving and extracting the information is estimated to exceed £450. In this calculation the cost of the time taken will be estimated pro rata at £25/hour.

Where the estimated cost exceeds £450 the University will discuss with the applicant ways of altering the request to reduce the cost, where this is not possible the University will decide whether to respond. If the University responds to the request the University will charge the full cost of determining whether the information is held, locating, retrieving and extracting the information.

**3. Duplicate requests and campaigns**

If the University receives two or more similar requests from the same person, or from different people acting together as part of a campaign within a period of sixty working days, the University will aggregate the costs calculated in 2 above. If the combined cost of these requests exceeds £450 the University will proceed as described in 2 above.

**4. Reproducing documents, postage and providing the information in the requested format**

In the majority of cases the University will not charge for reproducing documents, postage or for providing the information in the requested format. Where the information is provided in paper copy the University will not charge for the first 100 pages. For larger requests and in other rare circumstances where the University incurs substantial costs in providing the information in the requested format, the University may decide to charge the applicant. The charge will be no higher than that incurred by the University itself and staff time will be not be charged.

**5. Publication Scheme**

The University's publication scheme will specify any charges that will be made for information listed in the scheme.

**6. Payments**

Where the University is charging a fee to the applicant, the University will notify the applicant in writing. From the day of issue of the fee notice until receipt of payment the 20 working day deadline for responding to a request is paused. If payment is not received within 3 months the request will be cancelled. No information will be released until full payment is received.

Caroline Dominey  
Freedom of Information Officer  
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<sup>1</sup> Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.  
[www.opsi.gov.uk/si/si2004/20043364.htm](http://www.opsi.gov.uk/si/si2004/20043364.htm)