# FOI Application Form

## For Internal Review of a Determination

#### Under Sections 29 and 38 of the South Australian *Freedom of Information Act 1991* (SA)

Please read thefact sheet ‘Your rights to review and appeal’ available on the University’s FOI website at https://www.adelaide.edu.au/legalandrisk/freedom-of-information/foi-forms-fact-sheets before completing and lodging your application.

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| --- | --- | --- | --- | --- | --- | --- |
| **To the Vice-Chancellor & President of the University of Adelaide** | | | | | | |
|  | | | | | | |
| **Details of applicant** | | | | | | |
| Surname: | | | | | | |
| Given names: | | | | | | |
| Australian postal address: | | | | | | |
| Suburb: | | | | | Postcode: | |
| Preferred contact method if the University needs to discuss this application:  Email:  Phone: | | | | | | |
| FOI application reference number *(as stated on determination letter)*: | | | | | | |
| **Details of internal review** | | | | | | |
| I am not satisfied with a determination made by the University of Adelaide and therefore seek a review because: *(please place a tick in the appropriate box)*  I have been refused access to a document  I have been refused access to part of a document  I have been refused a request to amend a personal document  I have been given access to a document but access has been deferred  I am a third party specified in the documents but have not been consulted about giving access to another person  I have been consulted but disagree with the determination to release the documents  Other *(please explain below)*: | | | | | | |
| **Comments** | | | | | | |
| *Include any additional comments you wish to be considered in the review of the determination (attach additional pages if necessary).* | | | | | | |
| **Fees and charges** | | | | | | |
| An application fee of **$40.75** must be submitted along with a completed Internal Review application form, unless you hold a concession card or are seeking to have the application fee waived on the grounds of financial hardship. An application fee is not required for an internal review of an FOI amendment application.  In the following section please tick as appropriate: | | | | | | |
|  | Is the application fee attached? | | | | |  |
|  |  | **Yes** - fee is in the form of: | Cheque | Cash **1** | Money order |  |
|  |  | **No** **2** | Paid by credit card  *‘Online Shop’ order ID:* | Concession card  *(attach copy)* | Request waiver  *(attach evidence of  financial hardship)* |  |
| 1. Do not send cash in the mail.  2. If no fee payment is evident and you do not qualify for a waiver, the University of Adelaide cannot process your application until the fee has been paid.  If the University of Adelaide varies or reverses a determination so that access to a document is or will be given, any Internal Review fees paid by the applicant will be refunded. | | | | | | |
|  | | | | | | |
| Applicant’s signature: | | | | | | |
| Date: …….. / …….. / 20…… | | | | | | |

#### Notes on lodging this FOI application

For more information on fees and charges, please visit the University’s FOI website at [www.adelaide.edu.au/legalandrisk/freedom-of-information/making-an-foi-request/foi-fees-and-charges](https://www.adelaide.edu.au/legalandrisk/freedom-of-information/making-an-foi-request/foi-fees-and-charges).

Once you have completed the information required in this application form, please mail it to:

The Freedom of Information Officer

Legal Services Branch

Mitchell Building, North Terrace

The University of Adelaide SA 5005

or email to: [foi@adelaide.edu.au](mailto:foi@adelaide.edu.au)

**Office use only**

Received on …….. / …….. / 20……

Acknowledgment sent on …….. / …….. / 20……

Determination sent on …….. / …….. / 20……