

BROOKLANDS COLLEGE

FREEDOM OF INFORMATION ACT 2000 PUBLICATION SCHEME

CHARGING POLICY

Policy Statement

The College is prepared to make information available to the general public in accordance with the principle of the Freedom of Information Act that information about public bodies should be accessible.

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.

There will be no charge for documents which are already freely available such as prospectuses.

The College will upon receipt of an information request make an assessment of the likely costs which would be incurred. These costs will then be communicated to the person who requested the information within 20 working days in the form of a fees notice.

The period from the day the fees notice is issued to the day the fee is received does not count towards the 20 working day limit for response.

If the College does not receive payment within three months of issuing a fees notice it is as stipulated by the Information Commissioner no longer obliged to respond to the request.

Payment is required by cheque made payable to Brooklands College.