

UNIVERSAL ACADEMY
FREEDOM OF INFORMATION ACT
APPEAL OF EXCESSIVE FEE

On _____, 20____, I filed a Freedom of Information Act (FOIA) request with the Universal Academy. A copy of that request and a copy of the Fee Itemization for that request are attached. I believe that the fee for my request exceeds the amount permitted by the Academy's FOIA Procedures and Guidelines and/or Section 4 of the Freedom of Information Act.

I submit the following appeal of the excessive fee to the ACADEMY BOARD.

Name: _____ Date: _____

Address: _____ Phone: _____

Explain the reason(s) why you feel the ACADEMY BOARD should waive or reduce the fee for processing your FOIA request (an explanation may be made below or else attached to this form):

You will receive a response in writing. It will be mailed to you no later than ten (10) days after receipt of your appeal. You may direct any questions to the ACADEMY's Freedom of Information Act Coordinator at [phone # _____].