



Fee Schedule

Section 57(1) of the *Freedom of Information and Protection of Privacy Act* (the Act) allows OCAD University to charge fees to cover the costs incurred to respond to a formal request for information. Sections 6 and 6.1 of Regulation 460 under the Act stipulate the fees to be charged.

Making an access request	\$5.00
Photocopies and computer printouts	\$0.20 per page
CD-ROMs	\$10.00 each
Manually searching for a record	\$7.50 for each 15 minutes *
Preparing record for disclosure, including severing part of the record	\$7.50 for each 15 minutes *
Developing a computer program to produce a record from a machine-readable record	\$15.00 for each 15 minutes
Other invoiced costs incurred to locate, retrieve, process and copy the record	Actual costs
Shipping costs	Actual costs

* fee does not apply to requests for personal information of requester

Note: Fees must be paid before access is provided. If the estimated amount to process the request exceeds \$25, the requester will be notified. If the estimated amount to process the request exceeds \$100, the requester may be required to pay 50% of the estimated cost before the information or record is disclosed.

Waiver of Fees

The University may waive all or part of the fees related to a request if it is fair and equitable to do so. The burden is on the requester to demonstrate why it would be fair and equitable to waive the fees. When requesting a waiver of fees, be aware that the University may only consider the factors listed in subsection 57(4) of the Act.

You may appeal any decision under the Act, including one on fees to the [Information and Privacy Commissioner of Ontario](#).