

FREEDOM OF INFORMATION ACT 2000
Request for information



CENTRAL SUSSEX COLLEGE

Please **read** the information contained in **Central Sussex College's Publication Scheme** before you complete this form as you may find the information that you want straightaway. Your attention is drawn to paragraph 7 of the Scheme on Copyright in particular.

Note: If the information requested is subject to a fee, we will contact you on receipt of your request. If you are willing to accept the fee charge, your request for information will be processed upon receipt of payment.

PART A – Personal details of the applicant

First Name:

Surname:

Address:

Postcode:

Telephone:

Email Address:

PART B – Details of the information requested (please continue on a separate sheet if required)

Please provide as much detail as possible about the information you require as this will help us to deal with your request promptly

PART C – Other information

Information will be supplied electronically where practical, however if you would like to receive the information in another format, please indicate your preferred format below, or any other information that may help us to process your request.

Please note that a charge for photocopying or printing may be made.

Applicant's Signature:

Date of Application:

Please send your completed Request for Information form to:

Quality Department
Central Sussex College
College Road
Crawley
West Sussex
RH10 1NR

Telephone Number: 01293 442270
Fax Number: 01293 453407
Email: quality@centralsussex.ac.uk

The personal information provided on this form will be used to process your request for information. Central Sussex College will also maintain a register of requests for monitoring purposes.