



## APPLICATION TO WAIVE OR REDUCE FEES

### Information Act Section 156

Use this form if you want to apply for a reduction or waiver of fees. Lodge the completed form with Batchelor Institute of Indigenous Tertiary Education.

---

### SECTION 1 – NAME AND CONTACT DETAILS

---

Surname	Date requested
First name	Phone/extension
Email address	
Postal address	

---

### SECTION 2 – DETAILS OF YOUR ACCESS APPLICATION

---

Name of organisation where your application was lodged

Date you made application

Reference number (if applicable)

*To make a decision, the organisation must have regard to the circumstances of the application (including financial hardship of the applicant) and the objects of the Act. You should provide as much information as you can to show that your application is a special case that justifies the organisation departing from its usual practice of requiring full payment of application and processing fees.*

---

### SECTION 3 – FINANCIAL CIRCUMSTANCES

---

Is your financial position one of the reasons you are applying for reduction or waiver? (please tick):

Yes  No

*If yes, you should explain and give evidence of your financial position. For example, if you hold a pension card, or qualify for some other social security benefit, you may want to provide proof of that, e.g. a photocopy of the relevant card. Attach another sheet of paper with more details if necessary).*

Evidence of financial circumstances

Other circumstances that justify waiver or reduction:

---

## SECTION 6 – SIGNATURE

---

Signature

Date

### Notes

#### Privacy

*The Information Act requires you to supply your name and an address for correspondence, as well as sufficient details to identify the information you want. Additional contact details will assist the organisation to process your Application. Some personal information may have to be disclosed to other people in order to satisfy consultation requirements under the Act and make an informed decision on your Application. If you want to discuss privacy issues, you may contact the Privacy Officer within the organisation.*

#### More information

*For more information about access to NT government information under the Information Act you can visit [www.infocomm.nt.gov.au](http://www.infocomm.nt.gov.au), or contact the Office of the Information Commissioner —phone 1800 005 610 or (08) 8999 1500, fax (08) 8981 3812, email [infocomm@nt.gov.au](mailto:infocomm@nt.gov.au), or post PO Box 3750, Darwin NT 0801.*

*For help filling out this form, contact Batchelor Institute of Indigenous Tertiary Education Privacy Officer – phone (08) 8939 7345 or the organisation that holds the information you want (for details, contact Batchelor Institute on (08) 8939 7345).*