

## APPLICATION TO WAIVE OR REDUCE PRIVACY 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 **the** Batchelor Institute of Indigenous Tertiary Education.

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#### SECTION 1 – NAME AND CONTACT DETAILS

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Surname

Date requested

First name

Phone/extension

Email address

Postal address

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#### SECTION 2 – DETAILS OF YOUR ACCESS APPLICATION

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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.

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#### SECTION 3 – FINANCIAL CIRCUMSTANCES

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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:

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## SECTION 4 - SIGNATURE

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Signature

Date

### Notes

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, (08) 8999 1500, or email [infocomm@nt.gov.au](mailto:infocomm@nt.gov.au).