

The *Freedom of Information and Protection of Privacy Act* (FIPPA), [section 75](#), permits BCIT to charge fees for Freedom of Information (FOI) requests for the services listed below:

- Locating and retrieving a record (except for the first 3 hours);
- Producing a record (time spent copying, printing, reassembling files, etc.);
- Providing a copy of the record (number of pages, etc.);
- Preparing the record for disclosure (excluding time spent severing information); and
- Shipping and handling the record (based upon the method chosen by applicant).

The actual cost of services may be charged to commercial applicants, as prescribed in the Freedom of Information and Protection of Privacy [Regulation](#).

If an applicant is required to pay a fee for services, BCIT will give the applicant a written fee estimate. The file is placed on hold until payment is received. The applicant may revise the request to lower the estimated cost or request a waiver of the fee.

FEE WAIVERS

An applicant seeking a fee waiver bears the burden of providing reasons why the fee should be waived. A simple statement by the applicant that he or she cannot afford the fee is not sufficient.

If BCIT receives an applicant's written request to be excused from paying all or part of the fees for services, BCIT may excuse the applicant if, it is determined that:

- a) The applicant cannot afford the payment;
- b) It is fair, for any reason, to excuse the payment; or
- c) The record relates to a matter of public interest, including the environment or public health or safety.

RIGHT OF REVIEW

Any applicant who is required to pay a fee for access to information under FIPPA may ask the Privacy Commissioner to review BCIT's decision.

See IAPO Guideline: "Requesting a Review: Overview" for more information on the review process.