

**Processing Fees under the
Freedom of Information and Protection of Privacy Act (FIPPA)**

When submitting an access request either to general records or for access to, or correction of, your own personal information under FIPPA, you are required by law to pay a \$5 fee. There is no waiver for this fee even if the record cannot be released or does not exist.

In addition, there are fees authorized by FIPPA (Regulation 460) that you will be asked to cover for searching, reproducing, severing and otherwise preparing a record for disclosure as outlined below:

Photocopies and computer printouts	\$0.20/page
Disks and CDs	\$10/disk
Manual searches of records	\$7.50 for each 15 minutes spent by any person
Preparing a record for disclosure, including severing part of a record	\$7.50 for each 15 minutes spent by any person
Developing a computer program or other method of producing a record for a machine-readable record	\$15 for each 15 minutes spent by any person
Costs, including computer costs, incurred to locate, retrieve, process, and copy record(s) as specified in an actual invoice received by Toronto Metropolitan University	Actual costs

Note: the above additional fees do not apply if the request is for a correction to your own personal information.

Toronto Metropolitan University (TMU) will provide the requestor with a fee estimate should the estimated costs exceed \$25. TMU will require the requestor to pay 50% of the total estimated fee if it is \$100 or more before completing the search and processing of records outlined in an access request. TMU will provide you with enough information about your request for you to decide whether to proceed with the deposit and the rest of the search.

Upon completion of the records search and processing, TMU will require you to pay all outstanding fees before releasing the records.

You may request for the above fees to be waived; however TMU may only consider the factors as outlined in FIPPA subsection 57(4). The burden is on the requestor to demonstrate their case for a fee waiver.