



University of East Anglia

Information Services Directorate

The Library
University of East Anglia
Norwich Research Park
Norwich NR4 7TJ
United Kingdom

Email: foi@uea.ac.uk
Tel: +44 (0) 1603 592 431
Fax: +44 (0) 1603 591 010
Web: <http://www.uea.ac.uk>

09 December 2015

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_15-250)

We have now considered your request of 23 November 2015 for the following information:

'I would like to receive the costs to the University of obtaining and sending introductory or welcome packs to the University's applicants for the 2014/15 academic or financial year (whichever is most convenient). Please include the costs of printing, merchandise, packaging, and delivery; as well as anything else you deem relevant.'

Thank you for your email of 30 November in which you clarified you were 'mainly interested in the cost of the promotional materials' but also wished us to 'include the costs of delivery, packaging, and letters / brochures'.

Our response is as follows:

The University sends a 'Welcome Book' to applicants. We produced 7000 copies of the Welcome Book for applicants for the 2014/15 academic year and the total cost, including printing and VAT was £13,258. Please note these are not posted, but are given to each student on the day they register.

We hope this information meets your requirements, however you have the right of appeal against this response. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia