

# Mott Community College

## REQUEST FOR INFORMATION UNDER THE "FREEDOM OF INFORMATION ACT"

Date of Request: \_\_\_\_\_

Description of information requested (be specific):

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Person requesting data (**please print**):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Signature of person making the request: \_\_\_\_\_

Please return this form to:

**Scott J. Jenkins**  
**Vice President**  
**Student & Administrative Services**  
**Mott Community College**  
**1401 East Court Street, CM 1117J**  
**Flint, MI 48503-2089**

**NOTE:** An invoice of fee charges will accompany your request when it has been completed. All fees must be paid in full prior to the release of information with the Cashiers Office located in the Pahl College Center - PCCLL010. **A valid government or state picture ID must be presented at time of pick up.** Fee Charges:

- Copies @ \$.10/page
- Clerical Cost @ \$16/hour (1/2 hour minimum charged)
- Mailing Cost (\$.44 up - depending on size of envelope and weight) when applicable