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Response Due Date:

2-16
(for office use only)

FREEDOM OF INFORMATION ACT (FOIA) REQUEST FOR EASTERN ILLINOIS UNIVERSITY RECORDS

To: Robert L. Miller
FOIA Officer/General Counsel
Eastern Illinois University
Blair Hall, Room 2102
600 Lincoln Avenue
Charleston, IL 61920
Phone: 217-581-7249
Fax: 217-581-7989

Date: January 31, 2016

From: Michael Mezo

Printed Name of Requester

Michael Mezo

Signature of Requester

Mailing Address:
500 N Washington Street

McLeansboro, Illinois

Telephone: 618-319-2892

If you are an EIU employee, please indicate below the name and address of your department **ONLY** if you want the record(s) to be sent there:

Department: _____
Building: _____ Room: _____

Description of requested record(s):

Any and all records containing information about procedures and policies for the spring 2016 disbursement of federal student aid, including information on disbursement scheduling and the ability of university officials such as the bursar to override any system and manually disburse awarded financial aid.

These records are for a non-commercial purpose and I request a waiver of any fees. Records may be emailed to me at the following: mjmezo@eiu.edu

Records will be provided and fees charged according to the Illinois Freedom of Information Act. Pursuant to 5 ILCS 140/6, a response from the FOIA Officer will be provided within five (5) business days. If this is a request for commercial purposes, the response is 21 working days after receipt pursuant to 5 ILCS 140/3.1(a). You will be notified if additional time is required to process your request.

RECEIVED

FEB -1 2016

EIU GENERAL COUNSEL

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