

14 November 2017

Dear Mrs Maclean

Freedom of Information (Scotland) Act 2002 – Request for Information

Thank you for your FOI request which we received on 28 November 2017. It has been logged and passed to the relevant College department for processing.

A response will be sent to you as soon as possible, and certainly not later than 9 January 2018, which is 20 working days after the date we received your request. We will make every effort to provide you with the information requested; if any clarification is required, we will contact you in due course.

In some circumstances, it may not be possible to provide you with an answer to your enquiry. Where the College believes this is the case, you will be informed in writing, stating the reason(s).

If the information you are seeking is already published by the College, or is otherwise available to members of the public, you will be sent details outlining how to access the information.

You will be advised if it is necessary for the College to charge a fee to cover the costs of processing your request. Should this be the case, please note the information cannot be released until such payment is received.

If you have any questions regarding your request for information then please do not hesitate to contact me.

Yours sincerely



Dawne Hodkinson  
International and Corporate Services Director