

## AUTOMATICALLY AVAILABLE RECORDS

(In terms of section 15 of the Promotion of Access to information Act, 2000 (Act 2 of 2000))

Available from:       The Information Officer  
                               (Supply address of institution)  
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Telephone     :       .....  
 Fax             :       .....  
 E-mail         :       .....

Automatically available records	Available format	Price
Statistics : Number of learners, teachers, etc.	Letter form/e-mail	Free
Particulars of auditor of institution	Letter form /e-mail	Copying cost
Audited financial statements	Copies	Copying cost
List of prescribed books	Copies	Free
Minutes of meetings	Copies	Copying cost
Past examination question papers	Copies	Copying cost
Annual budget/expenses of institution	Copies	Copying cost
Code of conduct for learners	Copies	Free
Admission policy of institution	Copies	Free
Application forms for admission, boarding bursaries, transport bursaries, etc.	Copies	Free

**Copying costs : R0,60**  
**Printing cost : R0,40**