



LMH

Lady Margaret Hall

Request for information from Lady Margaret Hall

Please send completed form to: Information Officer
Lady Margaret Hall
Oxford OX2 6QA

Personal details
Surname:
Forename(s):
Address:
E-mail address:
Contact tel. no:
Information requested (please see notes below)
Please describe the information you are requesting, providing as much detail on the subject matter as possible in order to help us locate the information.

Notes

- (i) The College may require further information from you to identify and locate the information requested.
- (ii) There may be a cost for providing the information you have requested. Any charges will be calculated in accordance with the provisions of the Act.
- (iii) If the College does not hold all the information you have requested, we may need to transfer your request to another public body. We will inform you of this as soon as possible.
- (iv) The College is not able to provide information held by the University. The University has its own arrangements in place for dealing with requests for information.

For official use (please append all correspondence)	
Date request received:	Date completed:
Fee?	Date fee received: