



Freedom of Information Request Form

<https://www.coastal.edu/legal/>

This form is used to obtain records, documents, or materials under the [South Carolina Freedom of Information Act](#), and is to be completed by any person and/or entity seeking access for review or copies of public records from Coastal Carolina University.

The South Carolina Freedom of Information Act provides access to certain public records to South Carolina citizens upon request (See SC Code Ann. Section 30-4-15). Coastal Carolina University reserves the right to deny requests for information from those who are not citizens of South Carolina.

Contact Information

Name: _____ Company/Organization: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Telephone Number: _____ Email Address: _____

Request Information *(see instructions on the next page)*

Family Privacy Protection Act Statement

The Family Privacy and Protection Act, SC Code of Laws §30-2-50, prohibits a person or entity from obtaining or using any personal information obtained from Coastal Carolina University for commercial solicitation. Commercial solicitation is defined in SC Code of Laws §30-2-30(3) as “contact by telephone, mail, or electronic mail for the purposes of selling or marketing a consumer product or service.” Violators of this provision, upon conviction, must be fined and/or imprisoned.

I have read, understand, and agree to abide by this statement and the SC Family Privacy Protection Act. I understand that it is a violation of South Carolina criminal law to use the information that I have requested for purposes of commercial solicitation. Furthermore, I hereby affirm that I will not release any of the information received to a third party for commercial purposes.

Rg

For Todd Feathers

Signature of Individual/Agent of Requesting Entity

07/23/2021

Date

Submit Requests to:

Email: FOIA @coastal.edu

Mail: FOIA Officer, Coastal Carolina University, P.O. Box 261954, Conway, SC 29568

Instructions for Completing the Freedom of Information Request Form

1. Fill out the first page of this form. Please provide as much information and as detailed a description as possible to expedite your request. Insufficient information may result in a delay of the production of your documents.
2. Read and sign the Family Privacy Protection Act statement.
3. Deposit and Payment: Pursuant to Section 30-4-30(B) of the South Carolina Code, Coastal Carolina University will charge a non-refundable 25% deposit, in advance, based upon the reasonably anticipated cost of the request. The non-refundable deposit must be received before the FOIA Office will conduct the search for documents. The total cost of the FOIA request is due prior to the disclosure of the request documents. See *Associated Fees*, below.
4. Submit the form via email or mail to the address or number provided on the previous page.

Associated Fees

Research/Retrieval /Redaction Time: \$25.00 per hour

Copies: \$0.25 per page (if not already in electronic format).

Postage: per the United States Postal Service

For information regarding forms of payment, please contact the Office of University Receivables at 843-234-3425.

Documents will be released upon receipt of full payment.

Additional Information

FOIA Office
Coastal Carolina University
P.O. Box 261954
Conway, SC 29528

843-349-4101

FOIA@coastal.edu

To Whom It May Concern:

Pursuant to the South Carolina Public Records Law, I hereby request the following records:

1) All university contracts and statements of work with Ruffalo, Noel, Levitz (RNL) since Jan. 1, 2018 for enrollment management and financial aid optimization services.

2) The following documents and reports provided to the university by RNL since Jan. 1, 2018:

- ForecastPlus model reports for each academic year. These reports describe the input variables for the university's ForecastPlus models, the models' performance, and the ForecastPlus scores assigned to each zip code/area/student. For your reference, I've attached an excerpt of one of these reports from another school.

- Class Optimizer and financial aid model reports for each academic year. Like the previous reports, these detail the inputs, outputs, and functions of the financial aid simulation models RNL builds.

- Annual Demand Builder and Econometric modeling reports.

I ask that all fees be waived as I intend to use the requested records to further public understanding of public agencies and not for any commercial purpose. In the event you choose to impose fees, I request a detailed breakdown of the fees, including the hourly wage of each employee involved and an explanation justifying the employee hours required to fulfill the request.

Should you choose to reject this request or redact portions of responsive documents, I ask that you provide a detailed breakdown of the statutory exemptions and associated case law underlying your decision to withhold each/any portions from public review.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 15 business days, as the statute requires.

Sincerely,

Todd Feathers