



April 28, 2021

VIA ELECTRONIC MAIL

FOIA Public Liaison  
U.S. Department of Education  
Office of Management  
Office of the Chief Privacy Officer  
400 Maryland Ave, S.W.  
LBJ 2E320  
Washington, D.C. 20202  
[EDFOIAManager@ed.gov](mailto:EDFOIAManager@ed.gov)

*Re: Freedom of Information Act Request*

Dear FOIA Public Liaison:

Pursuant to the Freedom of Information Act (“FOIA”), 5 U.S.C. § 552 and the implementing regulations promulgated thereunder for the United States Department of Education (“ED” or “the Department”), 34 C.F.R. Part 5, the National Student Legal Defense Network (“Student Defense”) makes the following request for the most recent program participation agreement (“PPA”) entered into between ED and Full Sail University.

**Background**

An institution may participate in programs under Title IV of the Higher Education Act only if it enters into a written PPA with the Secretary, on a form approved by the Secretary. *See generally* 34 CFR § 668.14. An institution’s PPA applies to each branch campus and other location of the institution that meets the applicable requirements, unless otherwise specified by the Secretary. 34 CFR § 668.14(a)(2).

**Request**

Student Defense hereby requests that ED produce the following within twenty business days:

1. The most recent PPA (or PPAs if there are multiple) entered into between ED and Full Sail University.

To the extent Full Sail is operating under a PPA entered into by a parent institution, please provide that PPA as well.

FOIA presumes disclosure. Indeed, “[a]gencies bear the burden of justifying withholding of any records, as FOIA favors a ‘strong presumption in favor of disclosure.’” *AP v. FBI*, 256 F. Supp.

3d 82, 2017 U.S. Dist. LEXIS 161516 at \*10 (D.D.C. Sept. 30, 2017) (quoting *Dep't of State v. Ray*, 502 U.S. 164, 173 (1991)). Under the FOIA Improvement Act of 2016, an agency is permitted to withhold materials only in one of two limited circumstances, *i.e.*, if disclosure would “harm an interest protected by an exemption” or is otherwise “prohibited by law.” 5 U.S.C. § 552(a)(8)(A)(i). If ED takes the position that any portion of any requested record is exempt from disclosure, Student Defense requests that you “demonstrate the validity of [each] exemption that [ED] asserts.” *People for the American Way v. U.S. Dep't of Educ.*, 516 F. Supp. 2d 28, 34 (D.D.C. 2007). To satisfy this burden, you may provide Student Defense with a Vaughn Index “which must adequately describe each withheld document, state which exemption the agency claims for each withheld document, and explain the exemption’s relevance.” *Id.* (citing *Johnson v. Exec. Office for U.S. Att'ys*, 310 F.3d 771, 774 (D.C. Cir. 2002)). *See also Vaughn v. Rosen*, 484 F.2d 820 (D.C. Cir. 1973). That index must provide, for each document withheld and each justification asserted, a relatively detailed justification specifically identifying the reasons why the exemption is relevant. *See generally King v. U.S. Dep't of Justice*, 830 F.2d 210, 223-24 (D.C. Cir. 1987).

In addition to the records requested above, Student Defense also requests records describing the processing of this request, including records sufficient to identify search terms used (if any); the locations and custodians searched; and any tracking sheets, questionnaires, emails, or certifications completed by, or sent to, ED personnel with respect to the processing of this request. This specifically includes communications or tracking mechanisms sent to, or kept by, individuals who are contacted in order to process this request.

Student Defense seeks all responsive records, regardless of format, medium, or physical characteristics. In conducting your search, please understand the terms “record,” “document,” and “information” in their broadest sense to include any written, typed, recorded, graphic, printed, or audio material of any kind. We seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages, transcripts, notes, or minutes of any meetings, telephone conversations, or discussions. Our request includes any attachment to these records. In addition, ED has a duty to construe a FOIA request liberally.

In conducting a “reasonable search” as required by law you must use the most up-to-date technologies and tools available. Recent technology advances may render ED’s prior FOIA practices unreasonable. Moreover, not only does this request require the agency to conduct a search, but individual custodians must conduct their own searches in order to make sure that documents are appropriately collected.

To ensure that this request is properly construed and does not create any unnecessary burden on ED, Student Defense welcomes the opportunity to discuss this request at your earliest convenience, consistent with and without waiving the legal requirements for the timeframe for your response.

Please provide responsive material in electronic format, if possible. Please send any responsive material via email to [alex@defendstudents.org](mailto:alex@defendstudents.org). We welcome any materials that can be provided on a rolling basis. Nevertheless, Student Defense fully intends to hold ED to the timeframe required by statute for a response to this request.

### **Request for Waiver of Fees**

In accordance with 5 U.S.C. § 552(a)(4)(A)(iii) and 34 C.F.R. § 5.33(a), Student Defense requests a waiver of fees associated with the processing of this request because: (1) disclosure of the requested information is in the public interest because it is likely to contribute significantly to public understanding of the operations or activities of the government; *and* (2) disclosure of the information is not primarily in the commercial interest of the requester.

#### *Disclosure of Information is Likely to Contribute Significantly to Public Understanding of the Operations or Activities of the Government*

- 1. The FOIA request specifically relates to the operations or activities of the government.** The documents requested herein relate directly to the Department's management and operation of programs under Title IV of the Higher Education Act. Indeed, they are the foundational documents that govern the participation of institutions of higher education in the Title IV program. The documents at issue therefore directly relate to the operations of the government.
- 2. The requested documents will likely contribute to an understanding of those specific operations or activities.** The requested documents are essential to understanding the process by which institutions of higher education participate in Title IV programs, as well as the nature and scope of the agreements that govern such participation. As such, they will contribute to a greater understanding of this central Department of Education function.
- 3. The disclosure will contribute to a greater understanding on the part of the public at large.** Student Defense seeks this information to increase public understanding of the process by which regulated entities participate in Title IV, as well as the scope of the agreements that govern that process. Student Defense has the capacity to analyze any documents provided and disseminate its analysis to the public through its website and other sources.
- 4. Disclosure will "significantly" contribute to the public's understanding of government activities.** This request seeks information that will allow Student Defense to more completely understand the nature and scope of the agreements governing the relationship between the above institutions and the Department. Moreover, Student Defense's analysis of this information will inform the public about these agreements, thereby enhancing the public's understanding of the Title IV program participation process. Disclosure of this information will therefore significantly contribute to the public's understanding of this core Department of Education activity.

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*Disclosure of Information is Not in the Commercial Interest of Student Defense*

This request is fundamentally non-commercial. Student Defense is a non-profit, non-partisan 501(c)(3) organization. Student Defense's mission is to work, through a variety of means, to advance students' rights to educational opportunity and to ensure that higher education provides a launching point for economic mobility. We also believe that transparency is critical to fully understanding the government's role in student protections and promoting opportunity. As noted above, Student Defense has the capacity to make the information it receives available to the public through reports, social media, press releases, litigation filings, and regulatory comments to government agencies. For these reasons, Student Defense qualifies for a fee waiver.

\* \* \*

Student Defense looks forward to working with you on this request. If you have any questions or concerns, or anticipate any problems in complying with this request, please contact me at [alex@defendstudents.org](mailto:alex@defendstudents.org). If Student Defense's request for a fee waiver is not granted, and any fees will be in excess of \$25, please contact me immediately.

Sincerely,

/s/ Alexander Elson

Alexander Elson  
Senior Counsel