

APPEAL PROCESS

There are several people involved in the Appeal Process for the FBA Education Fund. Their roles and responsibilities are outlined below.

FBA EDUCATION FUND COORDINATOR

If the FBA Education Fund Coordinator denies an application, the Coordinator will complete a Denial Letter, which will then be sent to the applicant with a copy placed on file.

APPLICANT

If an applicant decides to appeal the Coordinator's decision, the applicant will complete an **Appeal Form** and send it to the FBA Education Fund office. The Appeal Form **must** be received by our office *within 30 days of the date on the denial letter*.

The Appeal Form **must** be fully completed (all boxes and questions). If incomplete, the form will be returned to the applicant. The FBA Appeal Committee will not receive or review the appeal until the form is complete.

EDUCATION FUND APPEAL COMMITTEE

Three members of the FBA Education Fund Committee will review FBA member appeals on denied applications. To ensure that the Appeal Committee members have not had discussions with the Coordinator about applications, the Committee has divided into two sub-committees. Three Committee members will provide support to the Coordinator in reviewing applications. The other three Committee members will comprise the Appeal Committee.

The FBA Appeal Committee will meet to review the Application Form, the Denial Letter and the Appeal Form. The meeting will be held in person or by conference call in order to reach a timely decision. The Committee will gather information from the applicant and others as needed.

The Appeal Committee's **decision shall be final and binding**. The applicant and the Coordinator will be notified – in writing – of the Committee's decision.

WHAT CRITERIA CANNOT BE APPEALED?

The FBA Education Fund Committee has established the following criteria as **non-appealable**:

- the applicant's current classification is **outside** the bargaining unit (facilities subsector);

- the applicant is **not** a **regular** full-time or part-time employee in the FBA;
- the classification/goal to be achieved is **outside the bargaining unit** (facilities subsector);
- the start date of the course/training was **before** September 1, 2006, and
- the chosen course/training is at a **private** training institution.

HOW CAN I APPEAL?

An application that is denied for a reason other than the non-appealable criteria (*listed above*) **may be considered** for an appeal.

Complete the **FBA Education Fund Appeal Form** (available on your union's website). Make sure that each part of the form is complete, including your signature.

Mail the form to:

**FBA Education Fund
c/o 5000 North Fraser Way
Burnaby, B.C. V5J 5M3**