Training Support Program
Appeal Application

Amber Education Services Ltd. 888 Short Street, Victoria, BC V8X 2V5 Tel: (250) 361-0900 Fax: (250) 361-0959
Amber Education Services Ltd. Suite 203 – 64 Station St. Duncan, BC V9L 1M4 Tel: (250) 715-0999 Fax: (250) 715-0993
Amber Education Services Ltd. Suite 101 – 360 Selby St. Nanaimo, BC V9R 2R5 Tel: (250) 714-0006 Fax: (250) 714-0076

Personal Information

Last Name:	First Name:	Phone Number:	Social Insurance Number:

Mailing address:

If your application has been declined or not approved for the full amount requested you may appeal the outcome.

Amber Education Services Ltd. offers a two-step appeal process. Each level of the appeal process is initiated by the applicant/participant providing a letter/Appeal Application to Amber Education Services Ltd. requesting an appeal of the decision.

Additional information may be submitted to Amber Education Services Ltd. at the time of the appeal request.

Note: Additional information must be submitted directly to Amber Education Services Ltd. to be considered in the appeal decision.

The second level of appeal will require the completion of a third-party consent form which is available from an Amber Education Services Ltd. office.

Note: Appeal letters/Appeal Applications will be accepted up to 30 days from the date of decline.

Appeal Details

Please explain why your application should be approved:

- Are you submitting any additional information in support of your appeal? ☐Yes ☐No
- Are you aware that an Application Advisor is available to assist in your appeal request? ☐Yes ☐No
- Are you aware that the intended training cannot begin before a decision to approve is obtained? ☐Yes ☐No

- If you have any questions about the appeal process please contact us or consult our website, www.ambered.com, for TSP policies and other related information.

As per the Personal Information Protection Act (PIPA) we are collecting the information within this application in order to adjudicate the training request and verify if the applicant qualifies as an eligible insured participant. A copy of our PIPA Policy can be obtained from our office or at our website, www.ambered.com. By signing this application you are giving consent for your personal information to be collected, used and disclosed between the Amber Education Services Ltd and the Ministry of Housing and Social Development - Employment and Labour Market Services Division.

Applicant Signature: _____ Date: _____