

Subject: Appeals Secretariat Address Update

Number: IS-LEARNER-2017-004
ETS-2017-006

Date Issued: May 30, 2017

Effective Date: May 23, 2017

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BACKGROUND:

The Appeals Secretariat is the main point of contact for appeal related questions along with the administrative responsibility of registering, coordinating and scheduling appeals. The Appeals Secretariat office in Edmonton has moved to a new location.

The new address is:

2nd Floor, Agronomy Centre
6903 116 Street
Edmonton, AB T6H 5Z2

The email and phone numbers for the Edmonton office of the Appeals Secretariat will remain the same. The Appeals Secretariat website is in the process of being updated with the new address. Please destroy all old copies of previously printed [EMP0547A Notice of Appeal](#) forms and begin using the forms with the new address.

POLICY:

The following policies have been updated:

[Learner Policy & Procedures, Appeals and Reviews- Right to Appeal and the Appeal Process](#)

[Training Benefit Payments and Refunds - Overpayment Calculation and Reconciliation Process](#)