



APPEALS PROCESS

The guidelines for an appeals process include the process being fair, open, non- confrontational, based on facts, expeditious and must be a “friendly” experience.

GROUND FOR APPEAL:

Individuals, Qualified Donees and/or Charity may request an appeal to the NIB Trust Fund for

- a) Reconsideration to the NIB Trust Fund’s (NIBTF) decision to deny an application in ONLY the following circumstances:
 - Selection Committee overlooked an important material fact in an application; or
 - Selection Committee deemed application to be incomplete; however, pertinent information was included in the application.
- b) Reconsideration to the NIBTF’s the decision to deny the recipient the remaining 10% of funding on compassionate grounds
 - The recipient has had extenuating circumstances and the educational activities have not been completed in a successful completion or as outlined in the Confirmation of Funding Form.
 - Documentation must be provided to support the extenuation circumstances.
- c) Reconsideration to a NIBTF decision letter.
 - The recipient has had extenuating circumstance and would like the decision rendered by the NIBTF to be reconsidered.
 - Documentation must be provided to support the extenuation circumstances.

If an individual or qualified donee wishes to appeal a decision, a written appeal must be received by the NIB Trust Fund within 30 days of the dated NIB Trust Fund decision letter.

The appeal must be addressed to the Appeals Committee Chair, NIB Trust Fund at info@nibtrust.ca.

- An Individual or Qualified Donee may be given the opportunity to communicate with the Appeals committee.
- The decision of the Board of Trustees will be final.
- The NIB Trust Fund will communicate to the applicant, in writing, the decision of the Board of Trustee.

The NIBTF aim to reach a resolution within 60 days of receipt of the appeal, however Appeals will be considered when the Appeal Committee meets.