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| \\atlas-fs-1\shared\Communications - CHRS\Logos\ASEBP\Forms\ASEBP- Address, Phone & Website (Grayscale)_no name.png | **POLICY APPEAL  REQUEST** |

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| **Instructions**   1. Please read and complete **all sections** of this form. 2. Send the completed form within 60 days of the claim or coverage decision to the Alberta School Employee Benefit Plan (ASEBP) by mail, Attention: Appeals Request, or email to [appeals@asebp.ca](mailto:appeals@asebp.ca). 3. ASEBP will contact you following a review of your request. | |
| **A. Covered member information** | |
| Covered member’s full name: | ASEBP ID #: |
| Mailing address: | |
| Phone number(s): | |
| Email address (if applicable): | |
| **B. Dependant information (if applicable)**  Only complete this section if the appeal is on behalf of a dependant. | |
| Dependant’s full name: | ASEBP ID #: |
|  | |
| **C. Your appeal request** | |
| Please check one of the following:  Extended Health Care  Vision Care  Dental Care  Extended Disability Benefits  Life Insurance  Accidental Death & Dismemberment Insurance  Briefly describe the decision you are appealing, including when the decision was made: | |

**D. Consent and authorization for use of personal information**

ASEBP requires the personal information contained herein in order to administer this appeal request.

I understand that by virtue of the provisions of the *Personal Information Protection Act* of Alberta, individuals who derive a benefit from an insurance policy or benefit plan are deemed to consent to the collection, use and disclosure of their personal information for the purpose of coverage under those plans.

**E. Signature**

Signature: “First name Last name” Date (YYYY/MM/DD):      /    /

Consent is being obtained in accordance with sections 7, 8, 9 and 61 of the *Personal Information Protection Act* of Alberta and section 1 of the federal *Personal Information Protection Electronic Documents Act*. Be advised that in order to optimize the services we provide we may use service providers outside Canada to carry out certain functions on our behalf. In such situations, we enter into contracts and/or verify that appropriate privacy and security protocols are in place. If you have any questions regarding the collection, use and disclosure of your personal information, please refer to ASEBP’s Privacy Policy at [www.asebp.ca](http://www.asebp.ca) or contact the privacy officer at 780-438-5300.