

**Employment and Assistance  
Appeal Tribunal** British Columbia  
**Appeal Adjournment Request**

Complete this form if you need more time to prepare for your hearing. You must complete this form and submit it to the Tribunal more than one business day before the hearing. The Tribunal will then ask the Ministry if they consent to the adjournment. The Tribunal Chair will make the final decision about whether there will be an adjournment. If an adjournment is requested within one business day of the hearing, the request must be made to the panel at the hearing and this form does not need to be completed.

<b>To be completed by Appellant</b>		
Name	Telephone Number	Appeal Number
Reason(s) for your request for an adjournment:		
How long of an adjournment are you requesting?		
Appellant's signature	Date (Month/Day/Year) / /	
<b>To be completed by the Ministry</b>	Consent Provided Yes <input type="checkbox"/> No <input type="checkbox"/>	
Name		
Signature	Date (Month/Day/Year) / /	
<b>To be completed by the Tribunal Chair</b>	Consent Provided Yes <input type="checkbox"/> No <input type="checkbox"/>	
Reason(s) for the decision:		
Tribunal Chair's Signature	Date (Month/Day/Year) / /	

**Send the completed form to:**  
Employment and Assistance Appeal Tribunal  
Toll Free Fax: 1-877-356-9687  
Fax in Victoria: 250-356-9687  
Email: [eaat@eaat.ca](mailto:eaat@eaat.ca)

**Questions? Call Toll Free: 1-866-557-0035, or in Victoria: 250-356-6374**

*Living and working with gratitude and respect on the traditional territories of Indigenous peoples in British Columbia*

The personal information requested on this form is collected under the authority of and will be used for the purpose of administering the *Employment and Assistance Act*, the *Employment and Assistance for Persons with Disabilities Act* and the *Child Care Subsidy Act*. The disclosure of this information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use and disclosure of this information, please contact the Employment and Assistance Appeal Tribunal.