

**GRADUATE ASSISTANT
HEALTH INSURANCE CERTIFICATION**

One of the requirements as an ISU student and for an appointment as a Graduate Assistant is that each student has adequate health/accident insurance coverage in force during the entire period of the appointment. Coverage must be either privately procured or obtained through the University's Student Insurance plan.

Graduate Assistants with appointments totaling at least 26% during fall or spring are eligible for reimbursement of the Student Insurance fee assessed for that term. The university does not reimburse GAs who do not purchase ISU Student Insurance, and there is no reimbursement for insurance for the summer term, even if the GA holds a summer contract. Eligible GAs must pay their insurance charge through their student account. ISU will reimburse the amount of the insurance fee through payroll (taxes will apply), normally during the last two months of each semester.

Medical and dental expenses incurred during Graduate Assistantships are not the responsibility of Illinois State University, the Board of Trustees or their agents or employees.

Student Insurance is automatically **assessed with registration of 9 or more credit hours** by the 15th calendar day fall/spring (6 or more credit hours by the 8th calendar day summer).

If you are registered for fewer hours, or not registered for sufficient hours by the deadline, you can apply to purchase Student Insurance through your MY ISU account by the 15th calendar day fall/spring (8th day summer). Students are eligible to purchase insurance on an optional basis no more than 4 terms. You have 15 calendar days from the start of your appointment to request optional insurance.

If you are assessed an insurance fee and don't want the ISU Policy, you need to complete a request to cancel and submit evidence of other insurance with the Student Insurance Office. Please call 438-2515 or visit our website at: IllinoisState.edu/Insurance. Cancellation requests are due by the 15th day of each term (8th day summer).

If you will not have ISU's insurance, you should review your other policy's coverage to determine its adequacy. In this case, a copy of an insurance card or other verification of insurance coverage **MUST** be attached to this form demonstrating your coverage throughout the term of your GA contract.

Please select from the following statements, sign, and submit this form to your appointing unit before the 15th calendar day fall/spring (8th day summer) or within 15 days of your start-work date.

I will be covered for the entire period of my graduate assistantship by ISU student insurance because I have:

___ (1) enrolled for sufficient hours (**9 or more fall/spring, 6 or more summer**) by the 15th calendar day fall/spring (8th day summer) to be assessed the student health insurance fee OR

___ (2) purchased Student Insurance by applying through MY ISU by the 15th calendar day fall/spring (8th day summer).
If my assistantship begins after this deadline, I have 15 days from my start date to contact Student Insurance and request to purchase the ISU plan. In either case, the charge will be posted to my Student Account.

___ I am not covered by ISU student insurance; I have submitted a waiver request to Student Insurance (if taking enough hours to be assessed the fee); and I have attached verification of my privately secured policy applicable to my entire period of a Graduate Assistant appointment.

___ I have both ISU's student plan (due to 1 or 2 above) and another policy for maximum protection.

Your signature attests to your understanding of these terms and provisions. If you do not understand any of this content or have any questions as to how these terms apply to you, please contact your appointing unit.

Signature: _____ Date: _____ Print Name: _____

<u>Term</u>	<u>Coverage Begins</u>	<u>Coverage Ends</u>	<u>Cost</u>
Fall 19	8-12-19	1-12-20	\$270
Spring 20	1-09-20	5-10-20	\$270
Summer 20	5-11-20	8-16-20	\$203

Note: This signed certification should be retained by the appointing unit for 1 year. An Insurance Certification form must be signed for each semester.
Doc: graduate assistantship certification form May 19