

**GRADUATE ASSISTANT  
HEALTH INSURANCE CERTIFICATION**

One of the requirements 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 50% 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).**

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 15<sup>th</sup> day fall/spring (8<sup>th</sup> 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 i-Campus portal by the 15<sup>th</sup> calendar day fall/spring (8<sup>th</sup> 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, in room 230 SSB or phone 438-2515 to accomplish this by mail. Cancellation requests are due by the 15<sup>th</sup> day of each term (8<sup>th</sup> 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 15<sup>th</sup> calendar day fall/spring (8<sup>th</sup> 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 9 or more credit hours to be assessed the student health insurance fee (6+ summer) OR
- (2) purchased Student Insurance by applying through my i-Campus portal by the 15<sup>th</sup> calendar day of the term (8<sup>th</sup> 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; 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 group plan 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 09	8-10-09	1-10-10	\$161
Spring 10	1-07-10	5-16-10	\$161
Summer 10	5-17-10	8-22-10	\$116

**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 09