

## HEALTH PLAN OPT OUT POLICY

### INTRODUCTION

Students may request to Opt -out of the Health Plan if they provide proof of comparable coverage with another provider.

### PURPOSE

The purpose of this policy is to ensure that:

- All Students understand the Opt-out Policy and the guidelines set forth
- The Opt-out process is effectively managed as per the set out guidelines
- All Students requesting Opt-out are treated in a fair and consistent manner

### POLICY

All Students wishing to Opt-out of the Health Plan must do so no later that September 30<sup>th</sup> of the current academic year. This deadline is not flexible. Reimbursement will be issued in the form of a direct deposit.

Upon registering for Opt-out the Student is responsible for:

- Providing correct and current mailing address
- Ensuring that banking information for direct deposit is accurate

If direct deposit information is entered incorrectly the benefits company will issue a cheque directly to the Student. LUSU will inform the Student when it is available for pickup. If the cheque is not picked up it will be mailed to the address provided in the Opt-out process. Please note that cheques do have an expiry date and should be cashed in a timely fashion.

If the Student does not receive their refund via cheque or direct deposit by October 31<sup>st</sup> of the same year, he/she should contact the LUSU Benefits Administrator directly. The deadline for all enquiries is March 31<sup>st</sup> of the same academic year. This deadline is not flexible. Stale dated cheques will not be reissued after this date.

Policy Adopted June 12, 2015