

# STUDENT INSURANCE WAIVER

## NEXT DEADLINE

**September 04, 2020**

## HOW TO OBTAIN INSURANCE WAIVER:

- Login to Portal
- Go to For Students on Left side of Page
- Go to Tuition Bill Account Summary
  - 1) Helpful Links
    - a. Student Insurance Waiver

## HOW OFTEN DO I HAVE TO DO THE WAIVER:

The waiver must be completed every spring semester and every fall semester in order to avoid a charge for the school's insurance on your tuition bill. Contact Health Records for additional information. Health Records is located in Tower, Second Floor, Room S213

## WHEN IS THE INSURANCE WAIVER OFFERED

Insurance waiver is offered at the beginning of fall and spring semester.

1. If students do not have their insurance information during registration and do not want the Student Insurance they need to complete the waiver process prior to the deadline.
2. If a student is working on acquiring private insurance he/she needs to provide USF Health Records proof of pre-coverage from the insurance company so it can be submitted to USF Insurance for approval (prior to the deadline). Again, the approval period needs to be done prior to deadline. If proof of insurance cannot be produced by the deadline then the student must elect Student Insurance.

## DEADLINE NOTIFICATIONS WILL BE MADE VIA:

- USF Portal Announcements
- USF Student emails

## HEALTH RECORDS

**(815) 740-3399**

## HEALTH SERVICES

**(815) 740-3864**

## WHERE TO OBTAIN ADDITIONAL HEALTH SERVICES INFORMATION

Go to

**[www.stfrancis.edu](http://www.stfrancis.edu)**

- Campus life
- Counseling and Wellness Center

**P: 800-452-5772**

