

Stevens Institute of Technology
Aetna - Student Health Insurance Plan
2023-2024 Qualifying Event Enrollment Form

STUDENT INFORMATION: (ALL fields are required)

Student Name: (Last) _____ (First) _____ (MI) _____ Date of Birth: ____/____/____
 Student ID#: _____ Gender: ____ Email Address: _____ Telephone #: _____ - _____ - _____
 Mailing Address: (Street Address) _____
 (City) _____ (State) _____ (Zip Code) _____
 Check Off Student Status: Dom UG____ Dom GR____ INTL UG____ INTL GR____ Part-Time Student____

DEPENDENT INFORMATION: (if applicable)

Last Name	First Name	MI	Date of Birth	Gender
Spouse: _____	_____	_____	_____	_____
Child: _____	_____	_____	_____	_____
Child: _____	_____	_____	_____	_____
Child: _____	_____	_____	_____	_____

ENROLLMENT INSTRUCTIONS: Refer to the table below for eligible enrollment reasons, required documentation, and applicable deadlines. The effective date of your Stevens Institute of Technology Student Health Insurance Plan will be made retroactively effective to the date noted in the table. **If your “reason for late enrollment” is not listed below or if the deadline has passed, you are not eligible to enroll at this time and must wait until the next policy year begins in Fall 2024.**

Person To Be Enrolled	Reason for Late Enrollment	A copy of the following documentation is required.	UHP must receive the completed enrollment form <u>and</u> appropriate documentation within:	The effective date of the new coverage will be:
Full-Time or Part-Time Student	Involuntary Termination of Prior Coverage	Insurance document showing the date of termination	30 days following prior coverage termination.	the date of prior coverage termination.
Spouse	Involuntary Termination of Prior Coverage	Insurance document showing the date of termination	30 days following prior coverage termination.	the date of prior coverage termination.
Student, Spouse, or child	Entry into U.S.	Identification page of Passport and page with U.S. entry date stamp	30 days following date of entry into the U.S.	the date of entry into the U.S.
Spouse	Marriage to Student	Marriage certificate	30 days following date of marriage.	the date of marriage.
Child(ren)	Involuntary Termination of Prior Coverage	Insurance document showing the date of termination	30 days following prior coverage termination.	the date of prior coverage termination.
Child(ren)	Birth	Birth certificate, if available	60 days following date of birth.	the 61 st day after date of birth.
Child(ren)	Adoption	Official adoption papers showing date of adoption	30 days following adoption.	the date of adoption.

PREMIUM INFORMATION: Please contact University Health Plans for information about premium. If you have already done so, **please make check or money order payable to RSC Insurance Brokerage, Inc.** In memo section include: Student’s Name, Student ID, and School Name.

MAILING INSTRUCTIONS: Mail (1) the completed enrollment form, (2) a copy of the required supporting documentation (refer to table above) and (3) check or money order to: University Health Plans, 15 Pacella Park Drive, Suite 130, Randolph, MA 02368. You will receive an email from Aetna Student Health and instructions for downloading your online ID card approximately 7-10 business days after all three items are received by University Health Plans. **ALL THREE ITEMS MUST BE RECEIVED WITHIN THE STATED ABOVE DEADLINE.**

ENROLLMENT REQUIREMENTS CHECKLIST:

- Complete this form.
- Include the required documentation (see above table). ALL enrollments require something in addition to this form. Your enrollment request cannot be processed without it.
- Include check/money order made payable to RSC Insurance Brokerage, Inc.

Student Signature: _____ Date: _____

*****If you have any questions, please contact University Health Plans at 800-437-6448 or info@univhealthplans.com.*****