

## Waiving Health Insurance

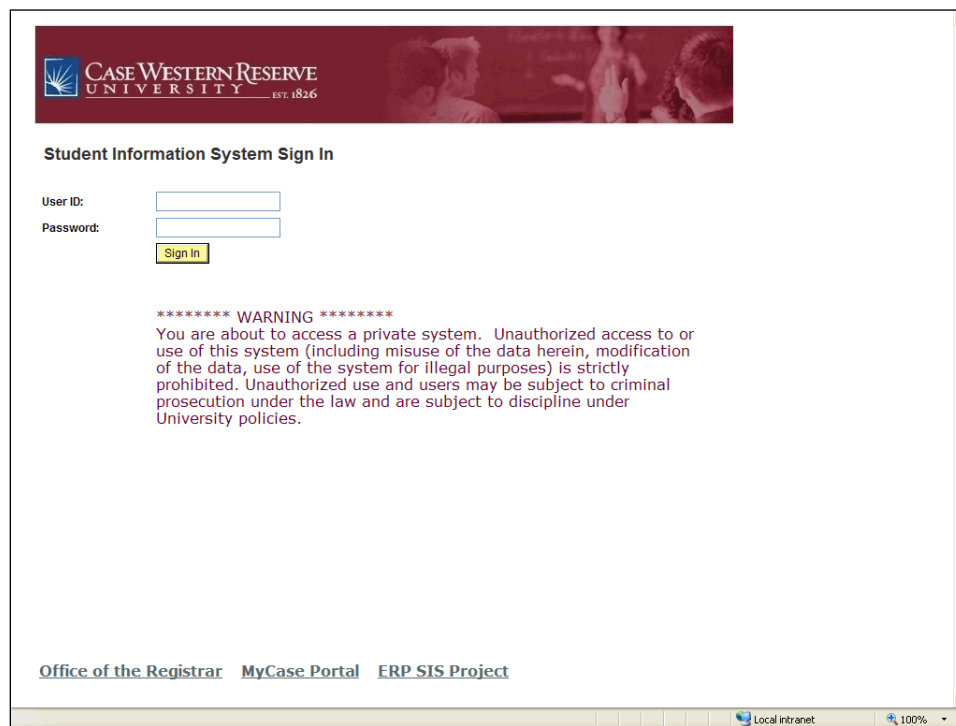
### Concept

This business process demonstrates how to waive the student health insurance fee.

You must be enrolled in a class in order to waive the health insurance fee. This fee is charged in the Fall and Spring terms only. You may waive the health insurance fee from the time you register until the second week of class. After that time, you must file an appeal with Health Services to have the fee removed.


### Procedure

Use the Waiving Health Insurance process to waive the student health insurance fee after enrolling in classes in the Fall or Spring semester.

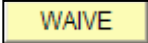


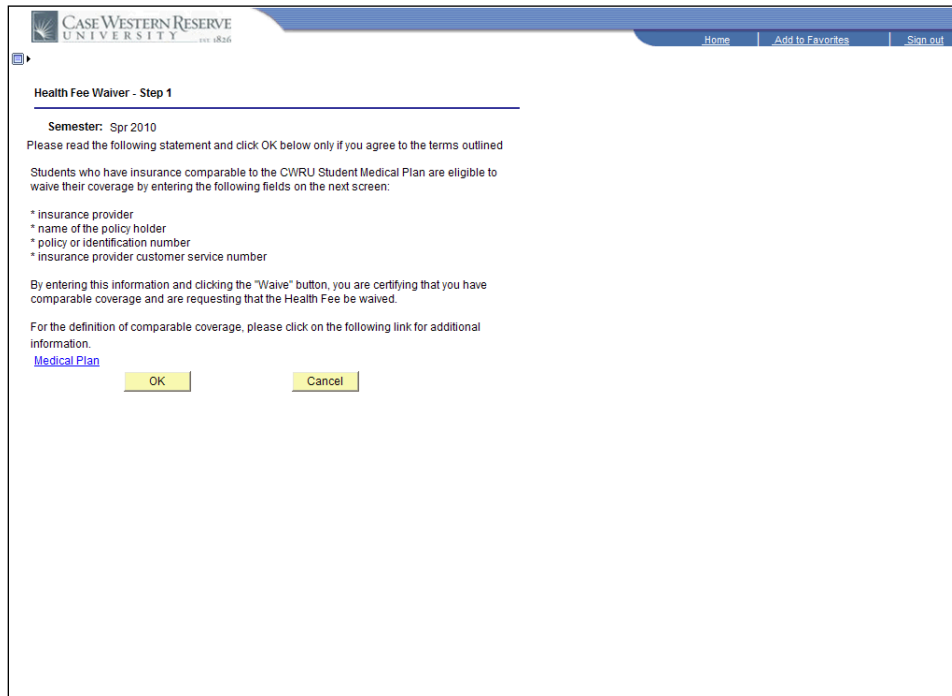
Step	Action
1.	On the SIS Sign In page, enter your Case Network ID into the <b>User ID</b> field.
2.	Enter the associated password into the <b>Password</b> field.

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Step	Action
3.	Click the <b>Sign In</b> button. 
4.	The Student Center appears.  If you are not yet enrolled in classes, please see the Enrolling in Classes document for directions.



Step	Action
5.	Once you have registered for classes, the Health Insurance Waiver button will appear under your class schedule.  Click the <b>WAIVE</b> button to waive your University Health Insurance coverage. 



**Health Fee Waiver - Step 1**

Semester: Spr 2010

Please read the following statement and click OK below only if you agree to the terms outlined

Students who have insurance comparable to the CWRU Student Medical Plan are eligible to waive their coverage by entering the following fields on the next screen:

- \* insurance provider
- \* name of the policy holder
- \* policy or identification number
- \* insurance provider customer service number

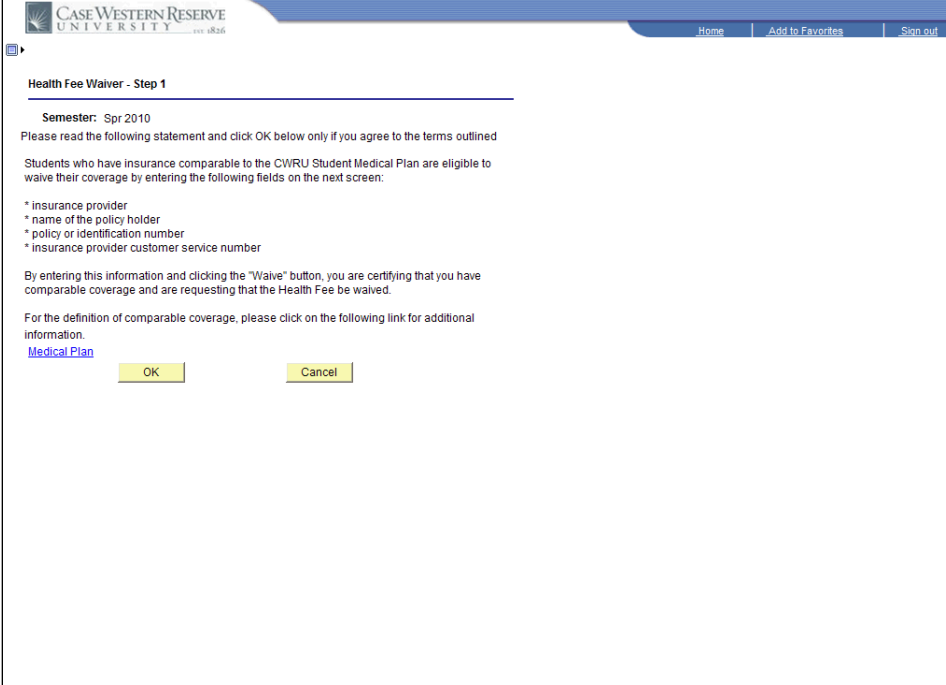
By entering this information and clicking the "Waive" button, you are certifying that you have comparable coverage and are requesting that the Health Fee be waived.

For the definition of comparable coverage, please click on the following link for additional information.  
[Medical Plan](#)

OK Cancel

Step	Action
6.	<p>The Health Fee Waiver - Step 1 screen appears.</p> <p>Read the statement. For an explanation of the University Medical Plan, click the <b>Medical Plan</b> link.</p> <p><a href="#">Medical Plan</a></p>

# Waiving Health Insurance



**Health Fee Waiver - Step 1**

Semester: Spr 2010

Please read the following statement and click OK below only if you agree to the terms outlined

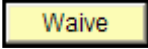
Students who have insurance comparable to the CWRU Student Medical Plan are eligible to waive their coverage by entering the following fields on the next screen:

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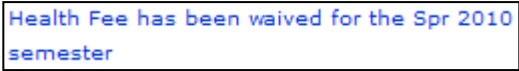
By entering this information and clicking the "Waive" button, you are certifying that you have comparable coverage and are requesting that the Health Fee be waived.

For the definition of comparable coverage, please click on the following link for additional information.  
[Medical Plan](#)

Step	Action
7.	<p>Click <b>OK</b> to agree to the terms outlined and to continue the process of waiving University Health Insurance.</p> <p>Click <b>Cancel</b> if you do not agree to the statement and wish to cancel the process.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>
8.	<p>The Health Fee Waiver - Step 2 screen appears.</p> <p>Enter the name of your health care insurance provider into the field labeled <b>Please Enter the Name of your Insurance Provider.</b></p>
9.	<p>Enter the name of the person who holds the policy into the field labeled <b>Please Enter the Name of the Policy Holder.</b></p>
10.	<p>Enter the policy number of your health insurance policy into the field labeled <b>Please Enter Your Policy Number or Identification Number.</b></p>
11.	<p>Enter the phone number of the insurance provider's customer service line into the field labeled <b>Please Enter the Insurance Provider Customer Service Number</b> field.</p>
12.	<p>Click the <b>OK</b> button.</p> <p style="text-align: center;"><input type="button" value="OK"/></p>

Step	Action
13.	<p>The Health Fee Waiver - Confirmation screen appears. Read the statement.</p> <p>Click the <b>Waive</b> button to waive University Health Insurance coverage. Click the <b>Cancel</b> button if you choose not to waive the University Health Plan.</p> 



Step	Action
14.	<p>The Student Center homepage will now display the message "Health Fee has been waived for the semester."</p> 
15.	<p>This completes the process of waiving the University Health Insurance Plan.</p> <p><b>End of Procedure.</b></p>