



Shenandoah University Petition to Add Form Full-time Undergraduate & Graduate Students

(Please Print)

Student Name _____
Last
First
Initial

Address _____
Street
City
State
Zip Code

Student ID # _____ Male _____ Female _____ Date of Birth ____/____/____
MM
DD
YYYY

Phone Number _____ Email Address _____

STUDENT ENROLLMENT Please circle selected coverage.

Dates of Coverage	Annual (8/1/2013 – 7/31/2014)	Spring/Summer (1/1/2014– 7/31/2014)	Premium Payment	
Full-Time Student Only	\$1474.00	\$856.00		
			Processing Fee	\$15
			Total Payment	

Students can only add coverage if there is a qualifying event. Please check qualifying event:

- Reaching the age limit of another health insurance plan
- Loss of health insurance through a marriage or divorce
- Involuntary loss of coverage from another health insurance plan

I understand that this Petition is subject to the approval of Gallagher Koster and subject to the payment of any applicable premium.

If you are completing this petition as a result of losing coverage under your previous insurance carrier, for whatever reason, you must include a letter from your previous carrier confirming loss of coverage and indicating the last date of coverage. In order not to have a lapse in coverage, this petition must be received within 31 days of your last day of coverage. If this form is not received within 31 days of your last day of coverage, the effective date will be the date that this form is received at Gallagher Koster.

Please complete form with payment and return it with a letter from your previous carrier confirming loss of coverage to :

**Gallagher Koster
P.O. Box 845663
Boston MA 02284-5663
Fax: 617-479-0860**

PAYMENT INSTRUCTIONS:

Charge to my (check one): Visa Master Card

Card Number : _____ Amount Charged: \$ _____ Expiration Date: _____

Print Name and Address of Card holder _____

Check or money order (International checks are not accepted)

You must be eligible to enroll in the Plan and meet the enrollment deadline in order for your enrollment to be accepted by us. If it is discovered that you do not meet the requirements, your premium will be refunded.