

## **Appeal Process for Student Insurance Waiver (Exemption)**

If a student believes he/she has been unjustly assessed the Student Insurance fee, the student may file an appeal with the Office of Human Resources. All such appeals should be filed within 30 calendar days of the date that the student was assessed the fee or learned that they had been assessed the fee.

Appeals must be addressed to the Student Insurance Administrator in the Office of Human Resources. The appeal should include a written summary clearly stating the reasons the student believes the fee should be waived. The appeal **must include** all pertinent documentation the student wishes considered and a completed "Petition for Exemption" form with the required proof of insurance if these have not previously been submitted.

The appeal process is as follows:

- Step One)** The appeal will be considered by a committee consisting of the Student Insurance Administrator, the Assistant Dean of Students, and one student. The committee will review the information submitted, and may contact the student for clarification or additional information if the committee desires. The Student Insurance Administrator will communicate the decision of the committee to the student
- Step Two)** If the student is dissatisfied with the appeal committee's decision, the student may request a review of the decision by the Assistant Vice President for Human Resources and the Vice Chancellor for Student Affairs. The request for review must be directed to the Assistant Vice President for Human Resources and should be submitted within 10 calendar days following receipt of the committee's decision. The request for review must clearly state the reasons that the student is requesting the additional review and provide any additional information or documentation that the student wishes to have considered. The review decision shall be considered final.