

Instructions

PETITION FOR EXEMPTION From Student Health Insurance Fee

All students at the University of Illinois Springfield must carry medical/hospital insurance coverage. To be eligible for exemption from the university's Student Health Insurance coverage and the charge for the Student Health Insurance fee, a student **MUST have insurance coverage** in effect on or before the deadline published each semester.

If a student has valid insurance coverage, this **Petition for Exemption** should be completed to request an exemption of the insurance fee.

THIS FORM NEEDS TO BE COMPLETED ONLY ONCE FOR A CONTINUING STUDENT.

Once completed and approved, the exemption will remain in effect until the student does not respond to a periodic request to confirm that he/she has continued coverage by another health plan or until the student requests reinstatement to the plan.

INSTRUCTIONS: *Please print all information on page 1.*

- Student's last name, first name, UIN, birthdate, age, local address, and UIS email address.
- VETERANS** – Please indicate whether or not you're receiving the "Veterans' Scholarship Award" by placing an (X) in the appropriate box.
- BE SURE THAT THE PETITION IS SIGNED AND DATED.**
- Petitions for Exemption and reinstatement applications (for student and dependent coverage) must be submitted to the **Office of Human Resources, One University Plaza MS HRB 30, Springfield IL 62703**, or faxed to (217) 206-7145. Proof may be submitted either in person, by fax, email, or postmarked US mail, no later than the required semester's deadline.
- Only the Office of Human Resources** will handle, accept, and issue student insurance exemptions. No other campus office or department will be able to process the removal of a student insurance fee.

NOTE: **You will receive email notification when this form has been processed and approved.**
Keep a copy of the notification for your records.

Any questions regarding student insurance coverage, student insurance fees, or initial or reinstatement Petition for Exemption should be directed to **Ceitha Steele**, 217/206-6652, cstee2@uis.edu; or **Joy Thibadeau**, 217/206-7015, jthib2@uis.edu .