

Student Insurance Waiver (Exemption) Appeal Procedure

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

Appeals must be addressed to:

Student Insurance Administrator
Office of Human Resources
University of Illinois Springfield
One University Plaza, MS HRB 30
Springfield IL 62703

The appeal should include a summary written by the student clearly stating all reasons he or she believes the fee should be waived. The appeal **must include all pertinent documentation** the student wishes considered and a completed "Petition for Exemption" form (available on the Student Insurance webpage: www.uis.edu/humanresources/studentinsurance) with the required proof of insurance, if these have not previously been submitted.

The appeal process is as follows:

- Step 1: The appeal will be considered by a committee consisting of the Student Insurance Administrator, 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 2: If the student is dissatisfied with the appeal committee's decision, he or she may request a review of the decision by the Director of Human Resources and the Vice Chancellor for Student Affairs. The request for review should be directed to the Director of Human Resources at the address above and submitted within 10 (ten) calendar days following receipt of the committee's decision. The request for review must clearly state the reasons the student is requesting the additional review and provide any additional information or documentation the student wishes to have considered. The review decision shall be considered final.