**SPRING 2018 PETITION FOR ONE-TIME LATE WAIVER OF GOLD PLAN**

**One-Time Late Waiver Option:**

After the close of the selection/waiver period, the Gold Plan can only be waived using the one-time late waiver option. Students who choose this option will be refunded the premium amount minus a $250 late fee.

To be eligible for this option, the following criteria must be met:

- The student requests the one-time late waiver on or before the last day of classes for the semester.
- The student did not utilize the Gold Plan during the covered semester. This includes for services at Wardenburg Health Services, services outside of Wardenburg Health Services, and for prescriptions.
- The student can provide proof of private insurance coverage during the semester for which they are appealing the insurance premium.
- The student has not previously received a one-time late waiver.

**Procedure:**

1. Pay your tuition bill in full, including the charge for the Gold Plan. If your petition is approved the premium amount will be credited to your tuition account. Failure to pay will result in late fees and interest charges which may be nonrefundable.
2. Complete this petition form and provide documentation of current enrollment in a health plan effective on or before the open enrollment deadline of February 2, 2018 for spring semester. Insurance documentation should consist of a letter from the insurance company stating the student’s name and the dates their coverage is in effect (e.g. effective date and termination date). Please note a copy of the insurance card is NOT sufficient.
3. Submit form and proof of health coverage to Patient Services at Wardenburg Health Center in person (room 333) or by e-mail at PatientServices@colorado.edu.
4. We will notify you within one week of receiving your completed petition form whether your petition was approved or denied.

- If your petition is approved the insurance premium will be credited to your account. Please contact the Bursar’s Office with questions.
- If your petition is denied you will remain responsible for the full premium.

**E-mail ______________________________________________________**

*My signature attests that I understand this is a one-time late waiver of the Gold Plan and I will be responsible for taking action within the required deadline for all remaining semesters at CU Boulder.*

_________________________  _____________________________
Signature of applicant     Date

---

**OFFICE USE ONLY**

☐ APPROVED  ☐ DENIED

Received by (Initial): __________  ☐ Policy provided to student  Date received: ________________

☐ Insurance coverage  ☐ Gold Plan not utilized (claims: ☐ WHS ☐ Ameriben ☐ RX)  ☐ Late waiver not previously used

Verified by (Initial): __________  Date: __________  ☐ Medcat updated  ☐ CU-SIS updated  ☐ Fee applied $_________

☐ Student notified of decision
Policy

It is the policy of Wardenburg Health Services (WHS) to administer the student health insurance plan for CU-Boulder including automatic enrollment, the selection/waiver process, notice of enrollment, and management of any associated plan premiums and eligibility in accordance with the university’s mandatory health insurance policy (see http://www.colorado.edu/policies/student-health-insurance).

AUTOMATIC ENROLLMENT IN THE GOLD PLAN

Fall Automatic Enrollment

All students registered for six or more undergraduate credit hours or one or more graduate credit hour will be automatically enrolled in and charged for the university’s Student Gold Health Insurance Plan (Gold Plan) every academic year in the fall.

Spring Automatic Enrollment

Students registered for six or more undergraduate credit hours or one or more graduate credit hour will be automatically enrolled in and charged for the Gold Plan for the spring semester if:

- It is their first semester at CU-Boulder,
- They are returning to campus after an absence in the fall (i.e., study abroad program) or
- They were ineligible for insurance in the fall semester (e.g., registered for three undergraduate credit hours for the fall semester and registered for six credit hours in the spring).

Exceptions to Automatic Enrollment:

Students in the following categories are not automatically enrolled in the Gold Plan:

- Non-degree seeking Continuing Education
- Leave of Absence Program
- Study Abroad (including Semester at Sea)
- Evening MBA program students
- New summer students

These students can only enroll in the Gold Plan in person at Patient Services in room 333 at Wardenburg Health Center.

SELECTION/WAIVER OF THE UNIVERSITY HEALTH PLANS

Selection/Waiver Process:

Students who are automatically enrolled in the Gold Plan can confirm their enrollment in the plan, select the Campus Care Supplement, or waive both university health plans during the fall or spring selection/waiver period. Students who select the Campus Care Supplement or waive both plans must provide proof of health insurance coverage either as the primary beneficiary or as a listed dependent.

The selection/waiver process is completed online through the MyCUInfo student portal at mycuinfo.colorado.edu.

Selection/Waiver Period (Open enrollment):
The selection/waiver period opens prior to the beginning of each fall and spring semester and closes at the semester selection/waiver deadline. During this time, students can change their health plan selection with no penalty.

**One-Time Late Waiver Option:**

After the close of the selection/waiver period, the Gold Plan can only be waived using the one-time late waiver option. Students who choose this option will be refunded the premium amount minus a $250 late fee. This option is only available once per student during their time at CU-Boulder.

To be eligible for this option, the following criteria must be met:

- The student requests the one-time late waiver on or before the last day of classes for the semester they would like to waive the insurance
- The student did not utilize the Gold Plan during the covered semester
- The student can provide proof of health insurance coverage during the semester for which they are appealing the insurance premium
- The student has not previously used the one-time late waiver option

The student must complete a Petition for Late Waiver of Student Gold Health Insurance Premium and bring it, along with proof of insurance coverage, to Wardenburg Health Center, room 333. The student will be notified by email regarding the approval or denial of their petition.

**There will be no late waiver or refund of the Gold Plan premium after the last day of the semester in which the student was enrolled in the plan.**

**IEC students have until the last day of the session to submit a petition. A $50 late fee applies.**

**Late Waiver Due to Withdrawal**

Upon a student’s withdrawal from a semester, the Bursar’s office will contact Patient Services informing them of the withdrawal. In effort to not terminate coverage for a student who may be in need of it, the student will remain charged for the insurance and will be notified via their student email account of their option to petition the insurance charge to be removed from their tuition account. Once Patient Services receives the notification of withdrawal from the Bursar’s office, they will email a copy of this policy and the Petition for Late Waiver Due to Withdrawal form to the student and inform them that they will remain enrolled and charged for insurance unless they meet the petition requirements and return the completed petition within 30 days of it being sent to their student email account. Once received by Patient Services, the student will receive notice of approval or denial within one week. No late fee is assessed for petitions relating to a withdrawal.

**NOTICE OF AUTOMATIC ENROLLMENT**

Wardenburg Health Services will provide notice of automatic enrollment, which may include:

- To Do List Item in MyCUInfo student portal
- The CU-Boulder Today, Boulder Bound and Parent newsletters
- Email reminders sent to the student’s Colorado.edu email address
- Postcards sent to the student’s mailing address on file
- Wardenburg Health Services website
- Wardenburg Health Services social media channels (@CUBoulderHealth)
- New Student programming and print communications mailed to the student’s permanent address on file

**Attachments:**  PC.8 A-1 Petition for One-Time Late Waiver of Gold Plan