

STEP-BY-STEP INSTRUCTIONS

TO SELF-ENROL ON THE CSU HEALTH & DENTAL PLAN

STEP 1:

Verify your eligibility. You must be a full-time (9 or more credits) student enrolled in an eligible program. An eligible program is one that is a full-year, full-year equivalent, or longer program at the University level, including general Arts and Sciences. Adult Basic Education is not eligible at this time.

STEP 2:

Complete the Capilano Students' Union Paying Member Application indicating the appropriate number of credits you are enrolled in this semester (9, or 10 or more) and remit it with the appropriate payment to the office of your campus. You must be a fee-paying member of the Capilano Students' Union to be eligible to receive health and dental insurance benefits.

STEP 3:

Print a copy of your account summary for the Spring 2012 term that shows your Student Union Membership Fee, and proof of enrolment in 9 or more credits in the Spring 2012 term. This can be done at the Student Information Web Service on the Capilano University Website at www.capilanou.ca. Please contact the office at your campus if you require assistance accessing this information.

STEP 4:

Complete the StudentCare self-enrolment form which can be found directly on the StudentCare website at www.ihaveaplan.ca. Please note that only individuals are eligible to enrol at this time. Spouses and dependants are not eligible to enrol from the regional campuses at this time.

STEP 5:

Mail the following to StudentCare (ihaveaplan.ca) at the address provided on the health and dental plan enrolment form:

- Self-enrolment form
- Your Spring 2012 account summary that shows your proof of Student Union Membership Fee and your proof of enrolment in 9 or more credits in the Spring 2012 term
- The appropriate payment to StudentCare (ihaveaplan.ca) at the address provided.