

SAP No. 26.99.01.T0.01 Student Health Insurance



Approved: February 14, 2012
Revised: New
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Procedure Statement

This Standard Administrative Procedure (SAP) provides guidance for the administration of the student insurance program.

Reason for Procedure

This SAP exists to ensure that a student health insurance plan approved by The Texas A&M University System (system) is made available to all students and to ensure that all international students are covered either through one of these plans or an alternative equivalent plan.

Procedures and Responsibilities

1. ADMINISTRATION

1.1 General Program Administration

Overall responsibility for development and administration of the System Student Health Insurance Plan (SSHIP) is assigned to Texas A&M University (TAMU). Responsibility is currently assigned to TAMU's Vice President for Student Affairs (VPSA). With such collaboration and advice from the Student Health Insurance Advisory Committee, consisting of staff members appointed by TAMU's VPSA and students appointed by TAMU's Student Body President, the VPSA or designee will do the following:

- 1.1.1 Develop specifications, solicit and evaluate proposals, and recommend selection of plans and carriers subject to approval by the advisory committee.
- 1.1.2 Recommend approval of the contract with the insurance carrier, including arrangements for the payment of premiums.
- 1.1.3 Arrange with the carrier for the production and distribution of materials describing the plan.
- 1.1.4 Work with the carrier on problems that may develop in the general administration of the program.

1.2 Administration at Tarleton State University

The president of Tarleton State University shall assign responsibility for the following functions:

- a. publicize the availability of the SSHIP to students, including the terms of the plan, coverage's available, premiums, options, etc.; and
- b. assist students, when requested, to resolve with the insurance carrier questions related to the payment of claims.

1.3 The SSHIP contract is subject to approval by the chancellor or designee.

2. SPECIAL PROVISIONS RELATED TO INTERNATIONAL STUDENTS

2.1 All international students (students who are not citizens or permanent residents of the United States) are required to be covered under the SSHIP. This includes such persons who are attending intensive English language programs. Tarleton's president or designee is authorized to establish appropriate procedures to ensure compliance with the mandatory health insurance requirements and to assess appropriate penalties when necessary.

2.1.1 International students who are not employed in graduate assistant positions entitling them to coverage under the system employee group health insurance program must be enrolled in SSHIP.

2.1.2 International students who are employed in graduate assistant positions are entitled to employee group coverage. If they enroll under the system employee group health insurance program, they are not required to enroll in SSHIP.

2.1.3 International students are required to be covered under the SSHIP and to provide proof of coverage, via the designated procedures, for each semester in which they are enrolled.

Related Statutes, Policies, or Requirements

Supplements [System Regulation 26.99.01](#) *Student Health Insurance*

Contact Office

Student Life
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