

How to Add Family

Deadline: September 30, 2020

Each year, students are given one opportunity to purchase family coverage for their spouse and/or dependent(s).

IMPORTANT: Your family can only be covered while you are a student enrolled in the Student Benefit plan(s). The Student understands that the family coverage provided under the plans must be renewed each Benefit Year.

Online Registration:

You may add your family to the health plan, the dental plan, or both. Family coverage is then added during the enrolment processing period. Please ensure that your family member information is accurate before submitting. Please use an email address that is active. We will use this email address to contact you about the fees required to add your family to your plan.

1. Go to www.mystudentplan.ca/macewan
2. Click the **Opt Out/Enroll** tab and select **Family Add On** form
3. Complete the form, ensuring you are selecting the sections of the plan you want your dependents to have
4. Once completed you will receive an automated email confirmation that you submitted the form properly. You will then receive a second email with a week including a payment link to pay the fees with a credit card.
5. Both form & payment must be received by the deadline in order for it to be valid

2019 - 2020 Family Add-On Fees:

Health (one or more dependent) \$180.00

Dental (one dependent) \$180.00

Dental (two or more dependents) \$360.00

Your family add-on is not automatically renewed. For your family add-on to continue, you must enroll & purchase the coverage each benefit year before the applicable deadline.

Family add-on fees are non-refundable

NOTE: There is a 45 day validation period; to complete the enrollment process. During this validation period you will be unable to submit claims or use your benefit card. It's important to keep receipts for eligible expenses incurred during this time period to submit to the insurance carrier upon completion of the enrollment process.