

## How to FLEX YOUR PLAN

### Deadline to FLEX: January 29, 2021

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All eligible students are automatically enrolled in the Balanced Plan. SAMU Benefit Plan does offer 3 different “FLEX” plans which a student must submit an online submission form before the applicable deadline. If the student chose a FLEXible Benefit option his/her selection will remain in force for a minimum of **2 plan years** after which the student can choose to move back to the Balanced plan. If the student does not take action to change his/her plan, s/he will remain enrolled in the same plan as the prior benefit year. Should a student enroll eligible family members into the Plan(s), the family members enrolled will receive the same benefits coverage that the student receives.

All plans are the same cost to the student. To view the different flex plan options go to:

<https://www.mystudentplan.ca/macewan>

and click on myBenefits tab and then myBenefits at a Glance tab.

1. Go to [www.mystudentplan.ca/macewan](http://www.mystudentplan.ca/macewan)
2. Click on the Opt Out/Enroll tab
3. Click on FLEX Your Plan
4. Complete the online form and hit submit.
5. You will receive a reply email confirmation after you complete and submit the form. Please retain a copy of the email confirmation for your records. The email confirmation is your ONLY proof that you applied to enroll/re-enroll in the coverage. If you do not receive a confirmation email please contact the Student Benefits Plan Office before the applicable deadline.
6. Approval of your request will be emailed within 7 days.

There is a 45 day activation period where the new “flex” plan will not be reflected with the insurer until the enrollment process has been completed.

#### Benefit Plan Office:

[macewanplan@mystudentplan.ca](mailto:macewanplan@mystudentplan.ca) or ph: 780-497-4675

