

Student Field Trip Insurance

Updated: 7/15/2016

Purpose

To make health insurance available to currently enrolled students for injuries that may occur while temporarily pursuing educational activities within the United States.

Policy

Students of the University are eligible to purchase insurance if they are: 1) a registered fee-paying student, 2) currently enrolled, or 3) will be enrolled with the University 31 days after returning from the trip. This insurance covers activities such as special events and field trips that are held within the United States.

Procedures

Purchase of insurance for qualified students and events should be coordinated by a full-time staff member of the department sponsoring the trip or the student organization advisor.

Student Field Trip Insurance cost \$5.00 per student per day. This insurance policy provides a \$100,000 limit for injury/accident and a \$50,000 Accidental Death & Dismemberment benefit.

Step 1: Complete the new [Student Field Trip Request Form](#) (the insurance company will not accept a handwritten request form). University policies prohibit the use of social security numbers to identify participants; therefore, please make sure to only provide participants' dates of birth and UTEP I.D. numbers. Request forms that include social security numbers and/or are handwritten will be rejected and returned by our office. Please provide our office with 3 days lead time to process your Student Field Trip Request Form.

Step 2: If paid by UTEP cost center/project, email the request form to ft-insurance@utep.edu and include the appropriate funding source to be charged for the total premium. Please ensure to submit the request form with the electronic approval of the authorized individual for the funding source. Our office will process an interdepartmental transfer for the total premium.

If paid by personal check or money order, email the request form to ft-insurance@utep.edu and deliver payment with a copy of the request form to the VPBA Office. All personal checks and money orders should be payable to The University of Texas at El Paso.

Step 3: Upon receipt of your request and payment, the Office of the Vice President for Business Affairs will approve and submit your request to Academic HealthPlans – BCBS for coverage.

Step 4: Have all students participating in the trip complete a [Release and Indemnification Agreement](#), which is to be kept on file by the department sponsoring the trip.

Cancellation: Should a field trip be cancelled for any reason, please contact the Office of the Vice President for Business Affairs at 747-5113 immediately.

Applicability

Applies to all students participating in special events and field trips.

Responsible Party

Vice President for Business Affairs