

Student Field Trip Insurance

Purpose

To make health insurance available to currently enrolled students for injury or sickness 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 or illness and a \$10,000 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 personal check or money order, collect the total amount due for the insurance premiums. All personal checks and money orders should be payable to United Health Care. If paid by UTEP check, create a VP2 document in BIS for the insurance premium payable to United Health Care (Vendor ID – 2KDRYB). The VP2 document should be coded for check pick-up and processed at least 5 business days prior to the start of the trip to ensure Accounts Payable has sufficient lead time to produce a check. Hand-deliver the VP2 to Accounts Payable and notify them it is for Student Field Trip Insurance. Accounts Payable will expedite the approval process.

In the event of a last minute trip where you don't have time to process a VP2, this office will accept a departmental account number for billing of premiums and will process your payment.

The total of UTEP checks, personal checks or money orders must equal the amount of insurance premium due for the number of days and students participating.

Step 3

Bring the **Student Field Trip Request Form** along with payment of insurance premiums to the Office of the Vice President for Business Affairs - Administration Bldg., Room 301. Upon receipt of your request and payment, this office will approve and submit to United Health Care.

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.

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

