



APPEAL FORM

GSS EXTENDED HEALTH AND DENTAL INSURANCE PLAN

Complete this form and submit it to the GSS General Office or by email at the attention of the Health Plan Coordinator at gsoc@uvic.ca

1. General Information

First Name: _____ Last Name: _____

Student Number: _____ Email: _____

Address: _____ Postal Code: _____

Student Signature: _____ Date: _____

2. I am appealing to
- Opt out of GSS Extended Health and Dental Plans.
 - Opt myself into the GSS Extended Health and Dental Plans as a part time student.
 - Opt my family members into the GSS Extended Health and Dental Plans.
 - A previous decision by the Appeals Committee.

3. In which term did you first register as a full-time graduate student in the current academic year?

- September January May

Note: if your appeal is granted, the date of opt in/out will be retroactive to the first day of your eligibility for coverage (either the first day of registration or the date of a change to your coverage status).

The University of Victoria Graduate Students' Society (GSS) provides mandatory extended health and dental insurance plans for full-time graduate students, as passed by referendum. All graduate students taking 3.0 or more credit units or registering in a co-op program in September or January are assessed insurance premiums with their tuition. May start students are not assessed insurance premiums with their tuition, regardless of their registration. All students should be aware that changes to their registration can affect their eligibility for coverage. Students in this situation should contact the GSS within 30 days.

Students who hold equivalent alternate coverage are eligible for an opt-out, provided they submit proof of it to the GSS before the deadline. Opt-ins are available for part-time graduate students and immediate family members before the deadline. For September entrance students, the opt-in/out deadline is September 30th. For January entrance students, the opt-in/out deadline is January 31st. Students may also qualify for a mid-year opt-in/out, provided they apply within 30 days of a change to their coverage status. Student who complete their program can opt out on the last day of their final term, provided they apply within 30 days of that date. BC MSP and other provincial equivalents are not extended coverage and do not qualify as alternative insurance.

Explain your case for appealing in details. Please add supporting documents as necessary. The Appeals Committee makes its decision based on procedure. Please focus your appeal on the two questions below:

1. Were there extenuating circumstances preventing your opt-in/out by the deadline?
2. Was there administrative unfairness explaining why you didn't opt in/out by the deadline?

OFFICE USE ONLY

Reception date: _____ Received by: _____ Meeting date: _____

Decision: _____

Committee Chair Name: _____ Signature: _____

