OU Student Health Plan Coverage Change Form

Complete and return this form to Payroll and Employee Services, 905 Asp Ave, NEL 244, Norman, OK 73019. To make changes to your medical coverage, fill out the appropriate sections below. Incomplete forms cannot be processed. Only requests to change coverage outside of the Open Enrollment Period require supporting documentation. Please direct questions to 405-325-2961.

Student Information - Print or type this information.

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Making Changes To Your Coverage During The Open Enrollment Period. You can make changes to your enrollment during the Open Enrollment Period by completing Sections 1 and 3. No supporting documentation is needed. See page two for a list of the Open Enrollment Periods.

SECTION 1 - Mark the changes listed below you would like to make and then complete Section 3.

- Change from Enhanced Plan to Basic Plan. This option is only available during Annual Enrollment in the Fall.
- Change from Basic Plan to Enhanced Plan. This option is only available during Annual Enrollment in the Fall.
- Change from Fall Only to Annual Enrollment.
- Change from Annual to Fall Only Enrollment.
- Change from Spring Only to Spring and Summer Enrollment.
- Change from Spring and Summer Enrollment to Spring Only. (International students must contact office for this option.)
- Correction to my online enrollment indicated in SECTION 3 of this form.

Making Changes to Your Coverage After a Qualifying Event. Use Sections 2 and 3 to make a change to coverage after a Qualifying Event. A change request based on a Qualifying Event must be received within 31 days of the event. You must also provide supporting proof of the Qualifying Event. See page two for the list of acceptable supporting documentation.

SECTION 2 - Qualifying Events. Mark the appropriate event and then complete Section 3.

- Gain or loss of other verifiable insurance coverage.
- Divorce, annulment, or legal separation.
- Withdrawal or graduation from the University of Oklahoma.
- An international student's dependent permanent departure from the United States.
- An international student's dependent arrival in the United States.
- Death.
- Birth or adoption of a child.
- Marriage.

SECTION 3 - Change Requested. Indicate a change in coverage by filling in the appropriate information.

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I understand the above request is subject to all Plan provisions and it is my responsibility to provide all requested documentation. I also authorize the university to bill my account for the cost of additional coverage.

Student's Signature and Date Here:
Open Enrollment Periods

2013-2014 Plan Year Open Enrollment Periods
Annual and Fall - 8/19/2013 - 9/13/2013
Spring and Spring/Summer - 1/13/2014 - 2/7/2014
Summer Only - 5/12/2014 - 5/30/2014

Acceptable Documentation for Qualifying Events

Marriage - A marriage certificate or a joint tax return.

Common Law Marriage - A joint tax return, mortgage document listing both spouses, proof of a shared bank account, or proof of other shared property.

Divorce - Cover page of the divorce decree.

Birth of Child - Record from hospital or doctor stating child's name and date of birth.

Adopted Child - Adoption certificate stamped by the circuit clerk.

Adjudicated Child - Judicial Support Order from a judge or a copy of Qualified Medical Support Order with the page that indicates the member must provide health insurance through the employer.

Child of Common Law Spouse - Birth certificate indicating your spouse is the child’s parent along with one form of proof as indicated above for common law marriage. In addition, if the child is an IRS dependent, a redacted copy of the member’s tax return is required indicating the dependent was claimed for income tax purposes.

Legal Guardianship - Court documentation signed by a judge and stamped by the circuit clerk.

Step Child - Birth Certificate indicating your spouse is the child’s parent and marriage certificate indicating you are married to the child's parent.

Gain or Loss of Other Verifiable Insurance Coverage - Notice from insurance company or plan administrator that states the effective date of coverage change and the individuals affected.

Withdrawal or Graduation From The University of Oklahoma - Written notice from Academic Records.

International Student’s Dependent Permanent Departure From the United States - Copy of airline itinerary and statement of intent to not return.

International Student’s Dependent Arrival in The United States - Copy of airline itinerary or stamped passport.