How will graduate students know that they are eligible for the University-funded health insurance? In order to be eligible for university-funded insurance, graduate students, both domestic and international must: (1) have signed a graduate assistant contract with an appointment for at least a 0.25 FTE (10 hours a week) and (2) be enrolled as a regular full-time student.

International graduate students are required by law to purchase insurance before they can enroll in the university. Are they still eligible for university-funded coverage? Yes. International students must have their health insurance policies approved by the Director of the Student Health Services before they are purchased. For more details, please contact the University Health Center, located in Suite 116, Foote-Hilyer Administration Center, or call (850) 599-3777 or FAX (850) 599-3067.

When should an international student apply for an insurance reimbursement? International students are required, by law, to purchase approved health insurance policies prior to registering in their respective academic programs, and they are required to be covered throughout their stay. Students should have their policies verified by the FAMU Student Health Services before they are purchased. For further details, click on [http://www.famu.edu/graduatestudies/Health%20Insurance%20Instructions%20for%20International%20Students_041214(1).pdf](http://www.famu.edu/graduatestudies/Health%20Insurance%20Instructions%20for%20International%20Students_041214(1).pdf) and then complete the verification form at [http://www.famu.edu/graduatestudies/Insurance%20Verification%20Form_Student%20Health_090513_rev(1).pdf](http://www.famu.edu/graduatestudies/Insurance%20Verification%20Form_Student%20Health_090513_rev(1).pdf). International students, with at least a 0.25 FTE appointment, will be issued an insurance reimbursement according to University-approved policies.

Are McKnight Doctoral Fellows eligible for University-funded insurance? Yes. McKnight Doctoral Fellows and other qualified University Fellows are eligible for insurance.

What action must a Graduate Assistant, McKnight Doctoral or qualified University Fellow (domestic or international) take in order to obtain university sponsored medical insurance? When a full-time, approved graduate assistant signs the employment contract, he or she must also complete the “Certification for Eligibility for Health Insurance Form” found at [http://www.famu.edu/graduatestudies/Graduate%20Insurance%20Form.pdf](http://www.famu.edu/graduatestudies/Graduate%20Insurance%20Form.pdf). This form must be typed and signed by the student’s supervisor. The completed form must then be submitted to the address listed below for processing:

**Graduate Studies and Research Office**  Room 469 Tucker Hall  Tallahassee, FL 32307

How will a student know if he or she has been certified to be eligible for the coverage? Once eligibility or ineligibility is determined, an e-mail will be sent from the Office of the Dean, Graduate Studies and Research, to the student’s FAMU e-mail account, indicating receipt of the Certification for Eligibility for Health Insurance Form, and whether or not the student is eligible for coverage. Within 2 weeks, the insured student should receive a card from the insurance company. Also, the insured student should be able to print an ID card offline at [https://consolidatedhealthplan.com/group/197/home](https://consolidatedhealthplan.com/group/197/home).

Do all graduate assistants have to take the insurance? No. If the graduate assistants have other insurance coverage, for example from their parents, employer or other sources, then they do not have to take this insurance. It is optional.

What is the insurance coverage period? Graduate assistants are covered during the semester(s) in which they are employed as a graduate assistant, per their employment contract.

Who pays the premium for health insurance for approved graduate assistants? The University pays the premium for the health insurance coverage for qualified, domestic graduate assistants through the Graduate Studies and Research. The same office will process insurance reimbursements for international GAs, who purchase FAMU-approved policies.

How do I receive an insurance card and policy information? Consolidated Health Plans, the FAMU-approved health insurance carrier, will mail a permanent card to you. Health insurance is valid only during the exact dates for which the University purchased coverage in accordance with the student’s employment contract.
Can students continue their coverage on their own even though the University is no longer paying their premiums? Yes. Graduate students not meeting eligibility criteria can continue their coverage at their own expense. They should contact the insurance company directly.

Can dependents be enrolled in the insurance plan? Eligible students, who do enroll, may also insure their dependents, but the University will only covers the qualified graduate assistant. For more information regarding the coverage for dependents, please review the brochure at https://consolidatedhealthplan.com/group/197/home.

Is the graduate assistant’s health insurance the same as the mandatory student health fee? No. These are two different health services for students. The Health Fee enables students to be seen for unlimited visits for illness or injury at the FAMU Student Health Center. The fee is mandatory for all full-time students. The student health insurance is an injury and sickness plan that includes hospitalization benefits.

What is the name of the insurance company that the University is contracted with for this year? The University is working with Consolidated Health Plans. For more information regarding coverage, please click on https://consolidatedhealthplan.com/group/197/home or contact the company directly.

Who should funded graduate assistants contact if they have trouble with a claim or have questions about their insurance? All funded graduate assistants with insurance questions or claims issues should contact:

CONSOLIDATED HEALTH PLANS
2077 Roosevelt Avenue
Springfield, MA 01104
(413) 733-4540 Or Toll Free (800) 633-7867

How can I get more information regarding health insurance coverage funded by the University? Please call Graduate Studies at (850) 599-3505 or go to www.famu.edu/graduatestudies for more information.

November 20, 2014

Graduate Assistant Insurance Checklist:

- I have activated my FAMU e-mail address.
- I have been admitted into a graduate program at FAMU.
- I am registered as a full-time, regular (not non-degree seeking) student.
- If I am an international student, I have checked with the University Health Center before purchasing a FAMU-approved policy.
- I have retrieved the Certification for Insurance Eligibility Form.
- I have typed and completed the Eligibility form.
- I have obtained my supervisor’s signature.
- I have submitted the form to Graduate Studies and Research.
- I have read the brochure and I have completed forms required by the Consolidated Health Plans Company.