



### Petition to Add Coverage – Student Health Insurance Plan (SHIP) – Dependents

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY IN ORDER TO BE CONSIDERED

Please print clearly to ensure accurate processing

If you are a currently enrolled, or are Petitioning to Add coverage for yourself, under the SHIP and your dependent experiences a Qualifying Event (QE), you may complete this Form requesting to add him/her to the SHIP. You must provide documentation of the QE and submit it with this completed form within 31 days of the QE. Forms received more than 31 days after the QE will not be processed.

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_  
Last First Middle Initial

Student ID#: \_\_\_\_\_ Male:  Female:  Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YYYY

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Coverage can only be added if there is a Qualifying Event (QE). A QE is defined as:**

- Reaching the age limit of another health insurance;
- Adoption, Birth, Marriage, or Divorce; or
- Involuntary loss of coverage from another health insurance.

Please provide detail on the circumstances of the QE and reason for this request.

\_\_\_\_\_  
\_\_\_\_\_

Dependent Information				
First Name	Last Name	Date of Birth	Gender	Spouse or Child

**Notice to Students:** I understand this Petition is subject to the approval of Gallagher Student Health & Special Risk (GSH) and the payment of any applicable premium. The effective date of coverage will determine premium due. **Please contact GSH to determine premium due.** Once the petition and payment have been processed, coverage cannot be cancelled, except for eligibility reasons or as specifically stated in the policy.

All required documentation must be included. Forms without supporting documentation of the QE will not be processed.

In order to not have a lapse in coverage, this form and supporting documentation must be received by GSH within 31 days of the QE. If this form and supporting documentation are not received within 31 days, the form will not be processed.

By signing below, the student acknowledges the following: 1) I have carefully read the brochure and elect to enroll my dependent(s) as indicated on this form. 2) I meet the eligibility requirements for this coverage as described in the plan materials.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_  
*Student being enrolled must sign form in order to be processed.*

**\*\*A \$15 processing fee applies to all transactions\*\***

**PAYMENT INSTRUCTIONS:** Charge to my (check one):  Visa  Master Card

Card Number: \_\_\_\_\_ Amount Charged: \$ \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name and Address of Card holder \_\_\_\_\_

**Check or money order (International checks are not accepted):** Make check or money order payable to **Gallagher Student Health & Special Risk**. Email or mail enrollment form along with premium payment to: Gallagher Student Health & Special Risk  
Mail: P.O. Box 845663, Boston MA 02284-5663 Email: [enrollmentteam@gallagherstudent.com](mailto:enrollmentteam@gallagherstudent.com)

**To be completed by Gallagher Student Health**

\_\_\_\_ Approved \_\_\_\_\_ Denied Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Initials: \_\_\_\_\_