STANDARD ADMINISTRATIVE PROCEDURE (SAP)

26.99.01.L1.01 Student Health Insurance

Approved: August 27, 2013
Last Revised: XXXXXXXXXXX
Next Scheduled Review: August 2016

Standard Administrative Procedure Statement

This Standard Administrative Procedure (SAP) outlines the procedures used by Texas A&M International University to monitor compliance with System Regulation 26.99.01, Student Health Insurance. This regulation exists to ensure that a student health insurance plan approved by The Texas A&M University System (system) is made available to all students and to ensure that all international students are covered either through this plan or an alternative equivalent plan.

Definitions

International Student: Any enrolled student who is not a U.S. citizen or a U.S. lawful permanent resident. Such students could be non-degree or degree seeking undergraduate, graduate, or professional students at Texas A&M International University.

System Student Health Insurance Plan (SSHIP): The group health insurance plan(s) offered to students at each system member university and health science center to supplement on-campus health services that may be provided under the student health fee. The plan includes optional coverage for students’ dependents.

Procedures and Responsibilities

1. Publicity of availability of the SSHIP: Student Health Services has the responsibility of publicizing the availability of the SSHIP to all students. TAMIU posts availability of the plan on the Student Health Services website at http://www.tamiu.edu/wellness/-stuhealth.shtml, the Office of Student Affairs website at http://www.tamiu.edu/studentaffairs/HealthInsuranceInformation.shtml and the International Language Institute website at http://www.tamiu.edu/dip/ili/. Plan highlights are available at the Student Health Services Office, SC125 and Office of Student Affairs, SC226.
2. Resolution of insurance carrier questions related to the payment of claims: Student Health Services staff will assist students resolve insurance carrier questions related to the payment of claims.

3. Special provisions related to international students: All international students are required to be covered under the SSHIP or have equivalent insurance coverage as described below. This includes persons who are attending the International Language Institute.
   a. **Automatic enrollment in the SSHIP:** International students will be automatically enrolled in the SSHIP. They will automatically be enrolled in and charged for insurance coverage available through the SSHIP. The premium for this is included on the student’s tuition and fee bill. Students receive electronic notification from the SSHIP carrier that they have been enrolled in the insurance coverage. Membership cards will be distributed through the Office of Student Affairs.
   b. **Waiver of automatic enrollment:** Automatic enrollment in the SSHIP may be waived for international students in the following instances:
      i. Student is sponsored by the United States government;
      ii. Student is sponsored by a foreign government recognized by the United States or certain international, government-sponsored or non-governmental organizations, and covered under a health plan that is compliant with the Affordable Care Act (ACA). If the health plan does not include medical evacuation and repatriation, a rider must be purchased providing coverage at equal limits to the SSHIP;
      iii. Student is enrolled in an employer-provided group health plan that is compliant with the ACA. If the health plan does not include medical evacuation and repatriation, a rider must be purchased providing coverage at equal limits to the SSHIP;
      iv. Student is enrolled in only distance learning programs; or
      v. Student is involved in intercollegiate athletics and coverage for all medical insurance is provided through a policy as part of the current sports accident medical policy approved by System Risk Management.
      vi. Student who is employed in a graduate assistant position is entitled to employee group coverage. A student enrolled under the system employee group health insurance program is not required to enroll in the SSHIP.
   c. **Waiver procedures:** Students meeting one of the categories listed under section 3b may apply for a waiver by visiting the Office of Student Affairs website at [http://www.tamiu.edu/studentaffairs/HealthInsuranceInformation.shtml](http://www.tamiu.edu/studentaffairs/HealthInsuranceInformation.shtml). In order to be considered for a waiver, a request must be submitted at least 10 business days prior to the start of each semester. A request for waiver must be submitted prior to every semester to which the student is enrolled.
d. **International students not enrolled in the SSHIP**: Those who are not covered under the SSHIP by virtue of the waiver provisions described above shall notify the Office of Student Affairs, SC226, of any lapse in alternative coverage.

e. **Notifications**:

i. Incoming students will receive notification after admission to the university explaining the regulations and the procedures related to maintaining health insurance coverage. The Office of Student Affairs will notify all international students other than those who are students in the International Language Institute. The International Language Institute will notify students enrolled in that program.

ii. All international students will be sent an email to their tamiu.edu account prior to the start of each semester, updating them on the regulations and procedures related to maintaining their health insurance coverage. Office of Student Affairs will notify all international students other than those who are students in the International Language Institute. The International Language Institute will notify students enrolled in that program.

### Related Statutes, Policies, Regulations, Rules or Requirements

System Regulation 26.99.01, Student Health Insurance

### Contact Office

Student Health Services  
(956) 326-2235

Departments affected by SAP:  
International Language Institute, Office of Student Affairs, Student Health Services