

# Sam Houston State University

## Premium Payment - Installment Option

**Academic HealthPlans (AHP)** is pleased to offer students the option of paying for their Student Health Insurance premium through monthly installments. This will enable payment over the course of the academic year through more affordable monthly premium charges.

**Plan Enrollment Requirements** – the following requirements apply in order to utilize this installment payment option:

- Students must meet the plan Eligibility requirements in order to purchase the Student Health Insurance Plan.
- The Installment Option is available to eligible students enrolling online on a Voluntary basis. Note: Spouse and Dependents coverage may be purchased however, they must be enrolled at the same time and for the same coverage period as the student.
- The Installment Option is only available if the student is purchasing coverage on an Annual basis for the entire academic school year. Note: New students who are just starting classes in the Spring semester can apply for the Spring/Summer coverage period and still take advantage of the Installment Option.
- The Installment Option requires that you pay the first two (2) installments (first and last month's premium) by credit or debit card at the time of online enrollment (MasterCard®, Visa®, or Discover® accepted). The credit/debit card on file will be charged monthly thereafter including a \$12 processing fee per installment.
- The Installment Option is available if coverage is purchased prior to, or up to 30 days after, the coverage effective date. The coverage effective date will be the date which premium payment is received, or the cover period effective date; whichever is later.

### Installment Features

- During the initial enrollment, the monthly auto-draft process against the student's credit/debit card will be established.
- Payment Due reminders are emailed to students 7 days prior to payment due date. (Be sure to save the AHP email address so you will not miss these important reminders)
- Installment drafts begin one (1) month from the enrollment coverage period effective date.
- *(Example: The coverage period starts on 8/15 and coverage is purchased on 8/20. The first installment payment (two month's premium) is due at the time of purchase on 8/20. The next installment payment is due on 9/15. Subsequent payments will be due on the 15th of each month. )*
- Coverage which is purchased for the entire academic school year requires that the initial amount collected is for two (2) months with 10 remaining installments. Students new to the University and starting classes in the spring, will have the option to purchase Spring/Summer coverage with a two (2) month initial payment and five (5) installments.
- AHP will not charge the student for the final month of coverage since it is collected at the time of the initial purchase.
- Students have online access to change the credit card being used for auto-draft processing at any time during the installment period.

### Missed Payments

- In the event premium is not received due to insufficient funds (NSF), an email is sent to student.
- Two missed payments will result in the Student Health Insurance coverage being terminated.
- The termination date will be the last day through which premium had been collected.

### Re-instatement of Coverage

- In the event the Student Health Insurance Plan is terminated due to missed premium payments, coverage may be reinstated if the student pays the remaining premium balance due within 31 days of the paid-through date. The paid-through date is the last date through which premium was received for active coverage.
- Termination letters are mailed to the students address on record at the beginning of the re-instatement Grace period.

### Questions ?

Contact (855) 370-7211 or [shsu.myahpcare.com](http://shsu.myahpcare.com)