

# Sam Houston State University

## Premium Payment - Installment Option

Academic Health Plans (AHP) is pleased to offer students the option of paying for their Student Health Insurance premium through monthly installments.

### Requirements of the Installment Option

- The option is available to eligible students enrolling online on a Voluntary basis. Check eligibility requirements at [shsu.myahpcare.com](http://shsu.myahpcare.com). **Note:** If eligible, 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 option is only available if the student is purchasing coverage on an Annual basis.
- At the time of online enrollment, you are required to pay the initial payment, approximately two (2) months, by credit or debit card (MasterCard, Visa, or Discover) with an additional 10 remaining installments. There will not be a payment processed during the final month of coverage since it was paid at the initial purchase.
- The monthly auto-draft setup, including a \$12 processing fee per installment, with the student's credit/debit card will be established during the initial enrollment. The credit card being used for auto-draft can be changed online at any time once the student logs into their account.
- The installment option is available online prior to or within thirty (30) days after the coverage period effective date. The coverage period effective date is established by the university or college. Example: Plans effective date is 8/1 the installment plan option will not be available after 8/31.
- Installment drafts begin one (1) month from the coverage period effective date. (Example: Plan's effective date is 8/1 and student's effective date is 8/20 – due to enrolling after the plan's effective date. Student would pay the two (2) months due at the time of purchase on 8/20 and the next installment is due on 9/1 with subsequent payments also due on the first (1st) of each month.)

### Missed Payments and Re-Instatement of Coverage

- If premium is not received, due to insufficient funds (NSF), an email will be sent to the student's email address on record, after each attempt and there will be five (5) consecutive daily attempts.
- Two (2) 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.
- Coverage may be reinstated if the student pays the remaining premium balance due within 30 days of the termination date. The termination date is the last date through which premium was received for active coverage.
- Once the coverage has terminated, during the 30 day Grace period, a termination letter will be mailed to the student's address on record.
- Questions – Email [installments@ahpservice.com](mailto:installments@ahpservice.com)
- Website - [shsu.myahpcare.com](http://shsu.myahpcare.com)