

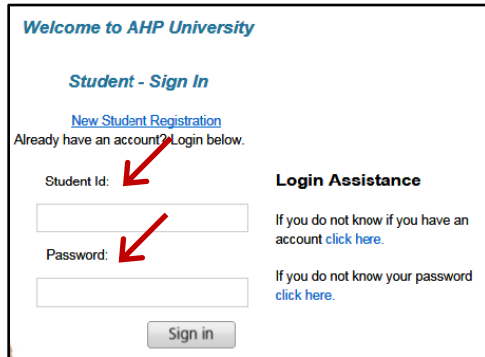
04.03.02 Student Health Insurance Plan Waiver Request Guide

How do I request a waiver?

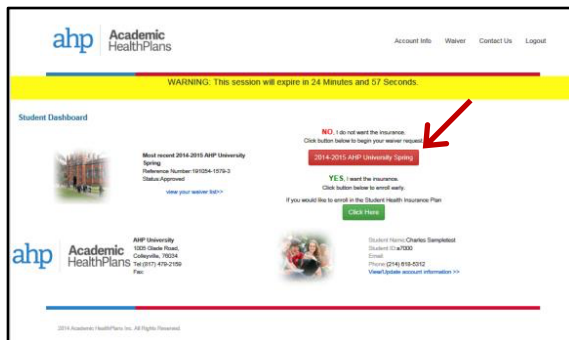
Step 1. Visit lcc.myahpcare.com/waiver and select “Click here to request a waiver” at the bottom.

Step 2. Sign in with the information below and you will be directed to Student Dashboard.

- Student ID: your 7-digit myUH ID.
- Password: your date of birth in MMDDYYYY format, e.g. 01011990.

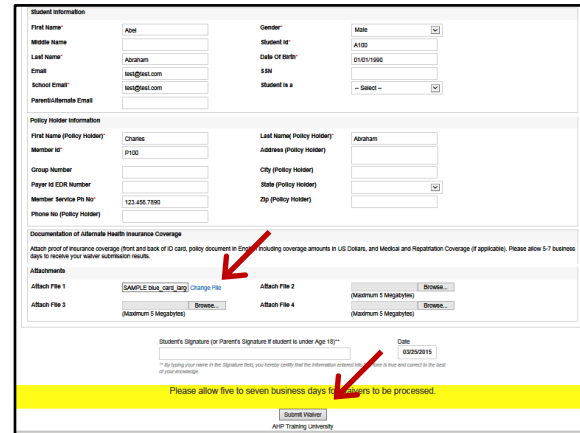


Step 3. Click the red waiver button under “NO, I do not want the insurance.”

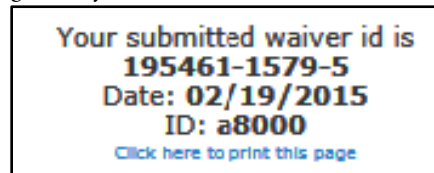


Step 4. Complete the waiver form and attach a copy of all documents below:

- Front and back of your alternate health insurance ID card
- Complete policy of your plan or a government-issued letter, such as Financial Guarantee
- Medical evacuation and repatriation coverage, if any.

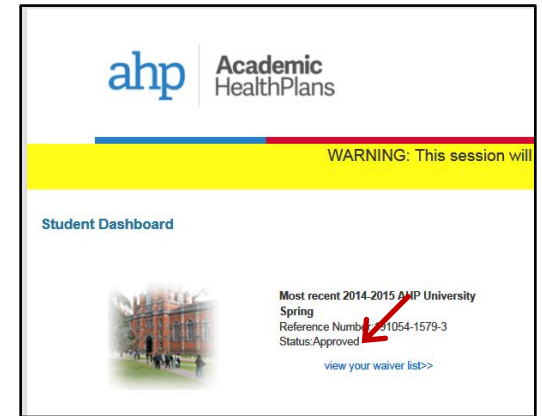


Step 5. Click “Submit Waiver.” You will receive a waiver ID confirming your submission of a waiver request. Academic HealthPlans (AHP) will review each waiver request for compliance and verify your active coverage with your insurance carrier.



How do I check the status of my waiver request?

Follow steps 1 and 2, and log into your account. On Student Dashboard, find the status of your request. AHP will also notify you via email about the acceptance or rejection of your request within 7 business days.



My waiver request has been approved. What’s next? The LCC will remove the insurance charge for you only if AHP has approved your waiver request.

My waiver request was rejected. What’s next? The charge for the Plan will remain on your UH account and you must pay it. If you believe your alternate health insurance plan meets the waiver criteria, you may submit an appeal to AHP. The appeal must be received by AHP within 5 business days of the waiver rejection date.

My waiver request status says “Pending AES.” What should I do? Your alternate health insurance plan does not include medical evacuation and repatriation, which is required for approval of your waiver request. You must purchase Academic Emergency Services (AES) at lcc.myahpcare.com/enrollment. Then your waiver request may be approved.