



We would like to focus your attention on health insurance requirements. Please read the following carefully.

All students are required to submit a completed insurance form each fiscal year or purchase the University Student Health Insurance Plan:

Here at St. Edward's University, we believe that it is essential for students to be protected against high medical costs caused by illness, injuries and chronic health issues. All registered students must submit, on-line, their insurance information prior to the **September 11th** deadline. After the **September 11th** deadline, St. Edward's students are automatically enrolled in Student Health Insurance Plan.

Students may demonstrate this on myhilltop.stedwards.edu, by providing proof of private insurance coverage or purchasing the Student Health Insurance Plan, underwritten by UnitedHealthcare Insurance Company and administered by Academic HealthPlans.

To WAIVE (you do not want the student health insurance plan because you have your own insurance):

1. Have an electronic copy of your current insurance ID card.
2. Go to myhilltop.stedwards.edu
3. In the search bar, type 'Submit Proof of Insurance'.
4. Under 'Tasks', select 'Submit Proof of Insurance'.
5. Login by using the following:
 - **Login** - St. Edward's University Username
 - **Password** – St. Edward's University Password
6. Click on the **red** button "WAIVE – Fall 2019-20".
7. Enter your insurance information and attach a front and back copy of your medical ID card.
8. Select the 'Submit Waiver' button at the bottom of the waiver form.
9. When your submission has been reviewed for compliance with University's guidelines, you will receive an email advising of **receipt** of the request for waiver with subsequent messages advising of **Approval, Denial, or requesting additional information.**

To ENROLL in the Student Health Insurance Plan: (You will login following the same steps as above)

1. Go to myhilltop.stedwards.edu
2. In the search bar, type 'Submit Proof of Insurance'.
3. Under 'Tasks', select 'Submit Proof of Insurance'.
4. Login by using the following:
 - **Login** - St. Edward's University Username
 - **Password** – St. Edward's University Password
5. On the home page, click the **green** "ENROLL – Click Here" enrollment button.
6. Read the Terms and Conditions.
7. If you accept them, enter your initials in the box and select the 'OK button'.

If you have any questions, please call the Health & Counseling Center at (512) 448-8686, email questions to insure@stedwards.edu, or fax us at (512) 464-8842.