

GREEN SHIELD OPT-IN INSTRUCTIONS FOR COUPLE OR FAMILY COVERAGE

Go To: <http://www.uwindsor.ca/gss>
Click on Health Care
Look for Opt-In Information

WHERE CAN I FIND INFORMATION ABOUT WHAT MY BENEFITS ARE?

- Go to greenshield.ca/studentcentre – click on this. Then you will see www.greenshield.ca – click on this.
- Look for the University of Windsor – Graduate Student Society link – click on it (drop down menu)
- In the top menu bar – What You Need? – (drop down menu choose) What Does My Plan Cover? – click on link
- Take a look at your benefit booklet - click on link.

WHO MAY OPT-IN

The following graduate students are eligible to opt-in:

- Part-time graduate students needing benefits coverage for 8 months of coverage just beginning in winter 2017
- Full-time graduate students that want to include their spouse and/or children – couple or family coverage
- Full-time graduate students that want to include their common-law spouse
- MSW for Working Professionals – off campus

OPT-IN DATES

January 5, 2017 until February 1, 2017 at 3:00 p.m.

GSS HOURS OF OPERATION

The GSS hours of operation are as follows:

Monday – Friday: 8:30 a.m. to 12:00 p.m.
Monday – Friday: 1:00 p.m. to 4:00 p.m.
(GSS Office CLOSED for lunch from 12:00 p.m. to 1:00 p.m.)

I AM A PART-TIME GRADUATE STUDENT AND I WANT TO OPT-IN, HOW DO I DO THIS?

Please fill out the form found on the GSS website <http://www.uwindsor.ca/gss>, click on Health Care link and look for the opt-in form. Complete the opt-in form online and either email it or bring the completed form to the GSS office @ sgpsea@uwindsor.ca, by the deadline of February 1, 2017 at 3:00 p.m. The coverage period is from January 1, 2017 to August 31, 2017 at midnight. Currently, the provider of the GSS benefits plan is through Green Shield. The cost of the GSS benefits plan is **\$365.36** for single coverage for 8 months of coverage. If you would like to include your common-law partner or spouse, then the cost of the benefits plan for 8 months is **\$701.44**. For family coverage, the cost to add your spouse and children is **\$903.84**. **If you were enrolled during the fall 2016 semester, you are not eligible to opt-in your spouse and/or family during the winter 2017 semester as this must be done during the first semester of the 2016/17 academic year that you were first assessed the fee for the GSS drug/dental benefits plan.**

I AM A FULL-TIME GRADUATE STUDENT ASSESSED THE GSS DRUG/DENTAL FEE AND I WANT TO INCLUDE MY SPOUSE/Common-Law Partner for Couple Coverage, How do I do this?

Please fill out the attached opt-in form found on the GSS website <http://www.uwindsor.ca/gss> and bring the completed form to the GSS office @ sgpsea@uwindsor.ca, or mail it to the GSS office by the deadline of October 5, 2016 at 3:00 p.m. The coverage period is from January 1, 2017 to August 31, 2017 at midnight. Please do not forget to fill out the information section for your spouse/common-law partner. Currently, the provider of the GSS benefits plan is through Green Shield. The cost of the GSS benefits plan for couples/common-law partners is an additional fee **\$336.08** for 8 months of coverage and you only pay the premium once, it is not charged each semester (as you would have already paid \$365.36) for single coverage for 8 months of coverage as a full-time graduate student).*

I AM A FULL-TIME GRADUATE STUDENT; ASSESSED THE GSS DRUG/DENTAL FEE AND I WANT TO INCLUDE MY SPOUSE AND CHILDREN FOR FAMILY COVERAGE, HOW DO I DO THIS?

Please fill out the attached opt-in form found on the GSS website <http://www.uwindsor.ca/gss> and email it to the GSS office @ sgpsea@uwindsor.ca, by the deadline of February 1, 2017 at 3:00 p.m. The coverage period is from January 1, 2017 to August 31, 2017 at midnight. Please do not forget to fill out the information section for your spouse and children. Currently, the provider of the GSS benefits plan is through Green Shield. The cost of the GSS benefits plan for a family is an additional fee **\$797.72** for 8 months of coverage and you only pay the premium once, it is not charged each semester (as you would have already paid \$365.36) for single coverage for 8 months of coverage as a full-time graduate student).

HOW DO I PAY FOR THIS?

You may pay by two different methods. You may pay by either having the EXACT amount of cash or by cheque, made payable to the GSS (this is all you have to write on the cheque – GSS) at the GSS office. You cannot have the extra cost for couple/common-law partner charged to your student account. The GSS also does not have access to either debit or credit card payments, SORRY.

WHAT BENEFITS DOES MY SPOUSE/COMMON-LAW PARTNER AND FAMILY MEMBERS RECEIVE?

Your spouse/common-law partner and children have the same individual benefits coverage as you do as a graduate student.

I WORK DURING THE DAY; I DO NOT LIVE IN WINDSOR BUT AM REGISTERED IN THE MSW PROGRAM FOR WORKING PROFESSIONALS AND I CANNOT MAKE IT TO THE GSS OFFICE DURING YOUR OFFICE HOURS, WHAT CAN BE DONE?

You also have the choice of mailing in your cheque or cash (although I do not recommend sending cash through the Canada Post). **The GSS mailing address is as follows: GSS, 401 Sunset Ave., Windsor, ON N9B 3P4, ATT: Laurie Harding.**

Please make sure to send me an email to notify me that the cheque will be arriving by mail. The GSS must receive your payment by 12:00 p.m. February 1, 2017.