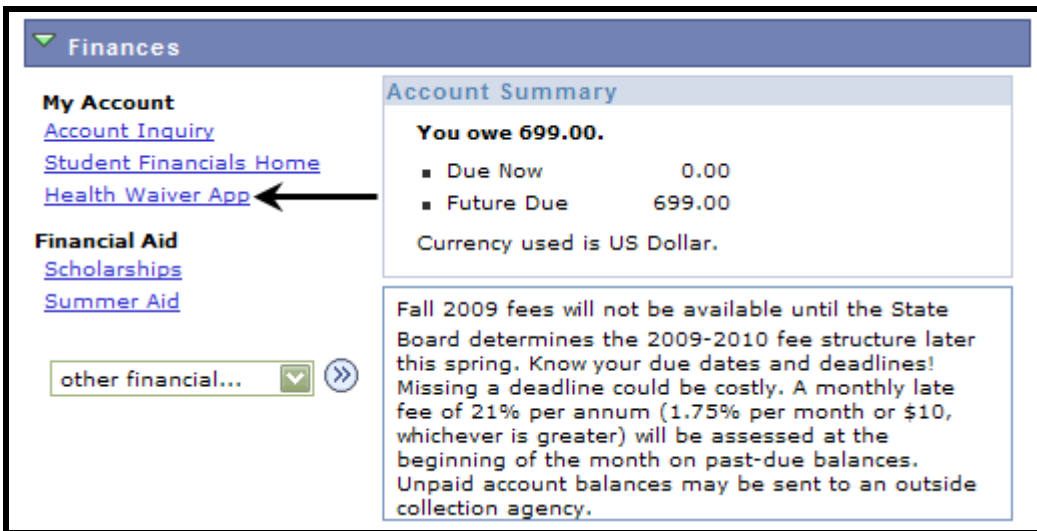


## Health Insurance Waiver Application

- Sign onto **BroncoWeb**.
- Click on **Student Center**
- Select **Health Waiver App** from the “My Account” menu in the Finances section

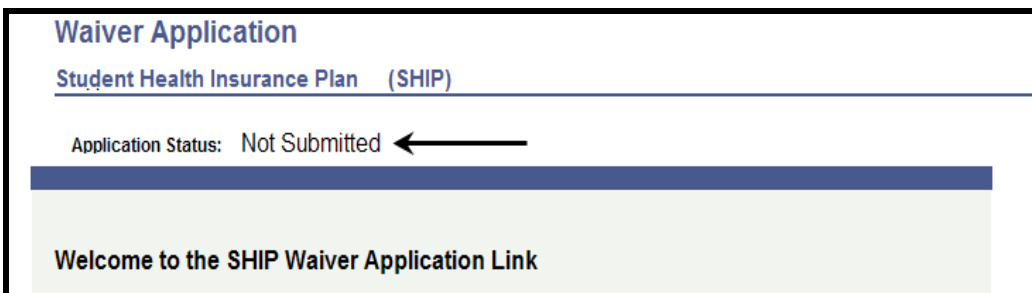


The screenshot shows the 'Finances' section of a web application. On the left, under 'My Account', there are links for 'Account Inquiry', 'Student Financials Home', and 'Health Waiver App'. An arrow points to the 'Health Waiver App' link. Below this are 'Financial Aid' links for 'Scholarships' and 'Summer Aid', and a search box containing 'other financial...'. On the right, the 'Account Summary' box shows 'You owe 699.00.' with a breakdown: 'Due Now 0.00' and 'Future Due 699.00'. Below this is a notice about 2009-2010 fees and late charges.

Account Summary	
<b>You owe 699.00.</b>	
■ Due Now	0.00
■ Future Due	699.00
Currency used is US Dollar.	

Fall 2009 fees will not be available until the State Board determines the 2009-2010 fee structure later this spring. Know your due dates and deadlines! Missing a deadline could be costly. A monthly late fee of 21% per annum (1.75% per month or \$10, whichever is greater) will be assessed at the beginning of the month on past-due balances. Unpaid account balances may be sent to an outside collection agency.

- Note the **Application Status: Not Submitted**



The screenshot shows the 'Waiver Application' page for the 'Student Health Insurance Plan (SHIP)'. The 'Application Status' is 'Not Submitted', with an arrow pointing to it. Below this is a blue bar and a message: 'Welcome to the SHIP Waiver Application Link'.

**Waiver Application**  
Student Health Insurance Plan (SHIP)

Application Status: Not Submitted ←

Welcome to the SHIP Waiver Application Link

- Read the **Waiver Request Form**

- Fill in the **Health Waiver Information**

The screenshot shows a web form titled "Health Waiver Information". At the top, there is a blue header bar with the title. Below the header, a blue instruction line reads: "Please fill in all information and make any necessary changes to insurance information prior to clicking Submit." The form contains several fields: "Semester:" with a dropdown menu showing "1099" and "2009 Fall"; "\*Insurance Plan Name:" with a text input field and a dropdown arrow; "\*Full Legal Name of Policy Holder:" with a text input field; "Relationship:" with a dropdown menu; "\*Policy or Group Number:" with a text input field; "\*Member ID Number:" with a text input field; and "\*Insurance Customer Service Phone Number:" with a text input field. At the bottom right of the form, there are two yellow buttons: "Cancel" and "Submit".

- Click on the **Submit** button
- **Print** the receipt.

**IMPORTANT:**

**A receipt of this transaction does not imply acceptance or approval of your waiver. Your waiver is NOT FINAL until you receive notification of approval via Broncomail.**

There are 4 different Health Insurance Waiver statuses possible:

- Not Submitted Form has not been submitted.
- Pending Form submitted and is being reviewed.
- Denied Waiver not approved.
- Approved Waiver approved and will be placed on the student account, when/if the health insurance charge is assessed.

To view the status of your Health Insurance Waiver, go to the Health Waiver App link in the BroncoWeb student center.