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Important Information
College Health and Dental Insurance Plan

All full-time students are automatically enrolled in the Student Health and Dental Insurance Plan. If you have alternate insurance you may be eligible to opt out of this plan.

To opt out online please log into the Self Service Menu at www.cna.nl.ca follow the attached step-by-step instructions attached.

The deadline to opt out is October 2, 2018. Failure to opt out of the Health and Dental Insurance by the deadline date will result in your account being charged the Health and Dental fee.

If you have any inquiries regarding the Student Health and Dental Plan please contact:

Student Health and Dental Plan Advisor
Mary Ellen Alexander
P: 709-643-7927

How to Enter: Health and Dental Plan Options

To enter options for the Health and Dental plans, please log into the Self Service menu <https://ps9-web1.cna.nl.ca/psp/CSHRPRD/EMPLOYEE/HRMS/h/?tab=DEFAULT&cmd=loginCode=105&languageCd=ENG> and go to the [HealthDental Plan Options](#) page.

Three options are available for both the **Health** and **Dental** plan:

1. Single Coverage
2. Family Coverage
3. Opt Out

1. Single Coverage:
 - To enroll in 'Single Coverage' in **Health** and/or **Dental**, leave the default selection in place
2. Family Coverage:
 - To enroll in 'Family Coverage' for **Health** and/or **Dental**, select that option on the page

Family Coverage Dependent Information								Customize Find	First 1 of 1	Last
1	Last Name	First Name	Gender	Date of Birth	Health	Dental	Relationship	Dependent Status (21 or over)		
1					<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="button" value="+"/>

- Enter Family Dependent Information; if you have more than one dependent, press the plus (+) sign at the end of the first row to insert additional rows.

Please note: Dependents include common-law/same sex spouses with whom the student has been living in a conjugal relationship for a period of 12 months. Dependent children are eligible for coverage up to the end of the benefit year in which they turn age 21 or 25 if enrolled and in full-time attendance at an accredited college, university or educational institute.

3. Opt Out:

➤ To Opt Out of **Health** and/or **Dental**, select that option on the page

Health - select appropriate coverage

Opt Out  

Dental - select appropriate coverage

Opt Out  

➤ You must complete the required Insurance Policy Information section

Insurance Policy Information

Check box if same policy number applies for exemption from both health and dental.

Health	
Policy Number	<input type="text"/>
Insurance Company	<input type="text"/>
Policy Holder Name	<input type="text"/>

Dental	
Policy Number	<input type="text"/>
Insurance Company	<input type="text"/>
Policy Holder Name	<input type="text"/>

Once all the selections are made and all required information has been entered, press the **Save** button to submit the request.

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