Procedure Statement

This Procedure provides guidance for the administration of the student insurance program.

Reason for Procedure

The Procedure exists to ensure that a student health insurance plan approved by The Texas A&M University System (System) is made available to all students and to ensure that all international students are covered either through one of these plans or an alternative equivalent plan.

Official Rule/ Responsibilities/ Process

1. ADMINISTRATION

1.1 General Program Administration

Overall responsibility for development and administration of the System Student Health Insurance Plan (SSHIP) is assigned to Texas A&M University (TAMU). Responsibility is currently assigned to TAMU’s Vice President for Student Affairs (VPSA). With such collaboration and advice from the Student Health Insurance Advisory Committee, consisting of staff members appointed by TAMU’s VPSA and students appointed by TAMU’s Student Body President, the VPSA or designee will do the following:

1.1.1 Develop specifications, solicit and evaluate proposals, and recommend selection of plans and carriers subject to approval by the advisory committee.

1.1.2 Recommend approval of the contract with the insurance carrier, including arrangements for the payment of premiums.
1.1.3 Arrange with the carrier for the production and distribution of materials describing the plan.

1.1.4 Work with the carrier on problems that may develop in the general administration of the program.

1.2 Administration at Texas A&M University-San Antonio

The president of Texas A&M University-San Antonio shall assign responsibility for the following functions:

a. publicize the availability of the SSHIP to students, including the terms of the plan, coverage’s available, premiums, options, etc.; and

b. assist students, when requested, to resolve with the insurance carrier questions related to the payment of claims.

1.3 The SSHIP contract is subject to approval by the Chancellor or designee.

2. SPECIAL PROVISIONS RELATED TO INTERNATIONAL STUDENTS

2.1 All international students (students who are not citizens or permanent residents of the United States) are required to be covered under the SSHIP. Texas A&M University-San Antonio’s President or designee is authorized to establish appropriate procedures to ensure compliance with the mandatory health insurance requirements and to assess appropriate penalties when necessary.

2.1.1 International students who are not employed in graduate assistant positions entitling them to coverage under the System employee group health insurance program must be enrolled in SSHIP.

2.1.2 International students who are employed in graduate assistant positions are entitled to employee group coverage. If they enroll under the System employee group health insurance program, they are not required to enroll in SSHIP.

2.1.3 International students are required to be covered under the SSHIP and to provide proof of coverage, via the designated procedures, for each semester in which they are enrolled.

Related Statutes, Policies, or Requirements

System Regulation 26.99.01 Student Health Insurance
Definitions

**International Student** – Any enrolled student who is not a U.S. citizen or a U.S. lawful permanent resident (LPR). Such students could be non-degree or degree seeking undergraduate, graduate students at Texas A&M University-San Antonio.

**System Student Health Insurance Plan (SSHIP)** – The group health insurance plan(S) offered to students at each System member university and health science center.

Contact Office

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