TO: Doctoral PhD) students in the following programs: Astrophysical Sciences and Technologies, Color Science, Engineering, GCCIS, Imaging Science, Microsystems Engineering, and Sustainability.

Health Care Coverage

Dear Doctoral Student:

All students at RIT are expected to have health care insurance. This year, the Office of Graduate Studies will reimburse the costs of your enrollment in the RIT sponsored Aetna health insurance plan ($1475 annual premium) and the Student Health Center Fee ($126 per Term) that provides routine care at the Student Health Center.

For reimbursement, follow the procedure below.
Please note the deadline for submitting your paperwork for reimbursement is September 30, 2014 for the Fall Term, and February 28, 2015 for the Spring/Summer Term.

The premium for the Aetna Student Health Insurance Plan is $1475. If you are charging the premium to your RIT student account, your premiums will be: $618 for Fall and $857 for Spring/Summer.

Procedure

US Citizens and Resident Aliens
Students that do not have alternate coverage should enroll in these plans as soon as possible. To enroll in the Aetna student health insurance plan, please follow these instructions:

- Go to: http://www.universityhealthplans.com
- Click on “Rochester Institute of Technology”
- On left side, under “Student Health Plan” select “Enrollment Form” and choose one of the following: Charge Premium to your RIT Acct OR Pay Premium directly to UHP.
- In order to use the services of “RIT Student Health Center”, you will need to go to the Office of Student Financial Services in the University Services Center (Bldg. #87) to complete the application form and pay the appropriate amount. This fee is required for each term you wish to use these services.
- Once you have made payment, you will need to submit a copy of proof of payment. If you pay the premium in full, you will submit a copy of that receipt. If you charge your premium to your RIT account, you will need to show that you paid this charge by submitting the screen shot showing BOTH the charge for Health Insurance to your account AND the screen shot showing the payment for your Health Insurance made to your account. These are the ONLY proofs of payment that will be received by RIT Accounting. Your screen shot MUST identify you with your name and your UID number.
- An example of screen shot can be found below.
- Submit your proof of payment/screen shot(s) to gradstudies@rit.edu from your RIT email account.
- If you do not already have direct deposit set up with RIT Accounting, you will need to do so as soon as possible. Your reimbursement will be directly deposited into your bank account. Once you complete the direct deposit form (http://finweb.rit.edu/controller/forms/directdepositap.pdf), you will need to send it to RIT’s Accounts Payable Office in the Eastman Building.

International Students
International students have already been charged for the first term installment of the Aetna student health insurance plan fee ($618) in order to matriculate, unless you opted out because you had alternate health insurance coverage. Should you choose to opt out of the health insurance plan, you will need to go to http://www.universityhealthplans.com to opt out of the plan.

In order to process your reimbursement, please follow these instructions:

- Once you have made payment, you will need to submit a copy of proof of payment.
- If you pay the premium in full, you will submit a copy of that receipt.
- If you charge your premium to your RIT account, you will need to show that you paid this charge by submitting the screen shot showing BOTH the charge for Health Insurance to your account AND the screen shot showing the payment for your Health Insurance made to your account.
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Best wishes for a successful year of study and research.

Sincerely,

Dr. Hector Flores
Dean of Graduate Studies

**Example of Screen Shot Required**