



Dear Austin College Student,

Austin College is pleased to offer two ways to manage your required health insurance coverage. The first option is if you currently have employer provided insurance, through yourself or parents, you may keep it and waive-out (decline) the college student health insurance. The second option is if you do not currently have health insurance you should enroll in the college student health insurance, Academic Health Plans, at a cost of \$1996.00 per academic year. Information about the insurance is included in the new student health packet.

If you elect to stay with employer provided coverage, you **must** waive at the college student health insurance website. Failure to do so by July 1, 2016 will result in automatic enrollment for health insurance.

Austin College and Academic Health Plans (AHP) has implemented a waiver/enrollment system for the 2016-17 academic year. Students who need to log-in to the new system should follow these steps to EITHER waive-out or to enroll. Please do not both Enroll and Waive:

To Waive- out of Student Insurance Plan

(Only if you currently have a medical insurance plan that covers for the whole academic year):

Step 1: Please have your medical insurance card on hand. Go to this link

<http://www2.academichealthplans.com/school/2351.html>

Step 2: Then log in with your **user ID**. Please use your **AC Student ID** with one leading “0” in front (i.e. 035#####). If you do not know your student ID you may find it by logging into your Web hopper account. If you are unable to log into Web hopper please call Admissions at (903) 813-3000.

Step 3: Your **password** is your **birthdate** in the format of two digit month, two digit day, and **FOUR** digit year with no dashes (i.e. 07051978).

Step 4: After logging-in, please click on hyper link to submit waiver for 2016-17. Fill out the waiver form using the information from your medical insurance card. Fill out as much as possible but only the fields marked with red asterisks are required.

Step 5: Upload a copy of the front and the back of your insurance card to the form. Click “**submit**” at the bottom of the form when you are done. You should see confirmation appear that you have waived. Please print a copy of the confirmation for your records.

* If after following these steps, you are unable to log into your AHP account to waive, please contact AHP Customer Service at (855) 370-7215. You may also contact Health Services at (903) 813-2247 or health@austincollege.edu.

To Enroll in Student Insurance Plan

(Only if you do not have medical insurance for the 2016-17 academic year)

Step 1: Go to this link <http://www2.academichealthplans.com/school/2351.html>

Step 2: Then log in with your **user ID**. Please use your **AC Student ID** with one leading “0” in front (i.e. 035#####). If you do not know your student ID you may find it by logging into your Web hopper account. If you are unable to log into Web hopper please call Admissions at (903) 813-3000.

Step 3: Your **password** is your **birthdate** in the format of two digit month, two digit day, and **FOUR** digit year with no dashes (i.e. 07051978).

Step 4: After logging-in, please click on the “One Click Enrollment” Hyperlink. This next page will ask you to initial to confirm that you wish to enroll in the student plan for 2016-17.

Step 5: Once you have submitted your enrollment, you will have a confirmation show on the page. Please print a copy of your enrollment confirmation for your records.

* If after following these steps, you are unable to log into your AHP account to waive, please contact AHP Customer Service at (855) 370-7215. You may also contact Health Services at (903) 813-2247 or health@austincollege.edu.