

## Health Insurance Waiver Process

1. Students submits waiver request prior to waiver deadline at <https://uhcl.myahpcare.com/waiver>
2. Student selects the **'Click Here to Submit Your Waiver Request'** link.
3. Once on the waiver system student will be asked to provide:
  - a. **Student ID:** Full {x}-digit U of H-Clear Lake student ID
  - b. **Password:** Student's date of birth in MMDDYYYY format (i.e. 01011990)
4. Student selects the red waiver button from the **"NO, I do not want the insurance"** section.
5. Student completes the waiver form and attaches an electronic copy of the front and back of medical insurance card.
6. Students selects the **'Submit Waiver'** button at the bottom of the waiver form.

*Once student has successfully submitted a waiver request student will receive an on-screen confirmation and an automated email confirming receipt of this request. Student should confirm that he/she receives this submission confirmation email, and prints it for his/her records. Should there be any problems with a waiver, student will need this confirmation email which contains his/her waiver request ID number. This automated email does not constitute granting of a waiver; a separate email as to whether the student's waiver request has been approved or denied will be sent from Academic Health Plans (AHP) within seven business days.*

7. AHP processes waiver

AHP  
Approves  
Waiver

- Office of International Admissions & Programs (OIAP) informed of waiver approval
- OIAP waives fee on student account (can take up to 3 business days)
- Student sees fees waived in E-Services
- Student Business Services refunds money if student paid for insurance or adjusts balance on account if student owes the university money

--OR--

AHP  
Denies  
Waiver

- Insurance fee remains on student account
- Student responsible for paying fees