

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