

Instructions for **Waiving** from or **Enrolling** into the Albertus Magnus College Student Injury and Sickness Plan

****DEADLINE FOR WAIVING IS JANUARY 15, 2013****

- ***How do I waive coverage from the student health insurance plan?***
 1. Go to www.gallagherkoster.com/Albertus.
 2. Click on “Student Waive/Enroll” under “Student Access”.
 3. Follow the instructions on the screen to create a User Account.
 4. Select the RED “I want to waive” button. Have your current health insurance card ready as you will need this information in order to complete the waiver form. Upon submitting your online form, you will receive a confirmation number. Please save this number and print a copy of the confirmation for your records.
- ***How do I enroll?***
 1. Go to www.gallagherkoster.com/Albertus.
 2. Click on “Student Waive/Enroll” under “Student Access”.
 3. Follow the instructions on the screen to create a User Account.
 4. Select the GREEN “I want to Enroll” button. Upon submitting your online form, you will receive a confirmation number. Please save this number and print a copy of the confirmation for your records.

Important Notes:

- If you do not waive the insurance by January 15, 2013, you will be automatically enrolled **without the possibility of a refund**.
- When creating a User Account you will create your own unique *user name* and *password*.
- For your Student ID you will use the last six digits of your social security number.
- For your email address, please use your email address that ends with **@albertus.edu**.
- The half year cost of the insurance plan for the Spring Semester is \$747.00

For Questions Call toll-free: 877-300-3541 or Email:

Albertusstudent@gallagherkoster.com

