

TSSU REQUEST FOR CONTINUED BENEFIT COVERAGE

This form is used to request continued Medical and Extended Health Coverage. All sections on this form must be completed.

In accordance with Article XXV:A:3 - An employee may maintain coverage for one (1) or two (2) semesters following her/his termination. If an employee wishes to continue coverage she/he must convey in writing by completing this form and return Payroll prior to termination and clearly indicating whether one (1) or two (2) semesters of coverage is desired. One Hundred (100%) percent of the premiums for the first semester **MUST** be remitted prior to the end of her/his termination. Where a second semester of coverage is indicated, prepayment of the premiums must be made prior to the end of the first (1st) semester's coverage.

**You must sign the bottom of the form as authorization for the Payroll Department to update benefit coverage.
Payroll Office, 3000 Strand Hall, Simon Fraser University, 8888 University Drive, Burnaby, B.C., Canada, V5A 1S6.**

SFUID # :		Social Insurance # :		
Personal Information				
Last Name		First Name		Middle Name
Gender		Date of Birth		
<input type="checkbox"/> Female <input type="checkbox"/> Male		YYYY :	MMM :	DD :

Check Option Required for Coverage

Benefit Coverage Options: <i>You must have a Basic Canadian Provincial Medical Plan to qualify for Extended Health</i>	(1) Basic Medical – Medical Services Plan of BC (MSP) <input type="checkbox"/>
	(2) (Optional) Pacific Blue Cross – Extended Health <input type="checkbox"/>
Coverage Required: One or Two Semester(s)	ONE SEMESTER <input type="checkbox"/> TWO SEMESTERS <input type="checkbox"/>
	<i>XXV:A-3: One Hundred (100%) percent of the premiums for the first semester MUST be pre-paid prior to the end of her/his termination. Where a second semester of coverage is indicated, prepayment of the premiums must be made prior to the end of the first (1st) semester's coverage.</i>

PAYMENT OPTIONS :	PERSONAL CHEQUE – make cheque payable to Simon Fraser University at the Payroll Office CASH OR INTERAC can be made at the SFU Bookstore Accounts Office / Cashier's Office
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You must have a Basic Canadian Provincial Medical Plan to qualify for Extended Health

Calculating your Benefit Coverage Payment Amount

SEMESTER PREMIUMS - Premiums for ONE semester. (Semester = 4 months x monthly premium)					
Basic Medical - (MSP) – 2011			Pacific Blue Cross - Extended Health - 2011		
	MONTHLY PREMIUM	SEMESTER 4 months		MONTHLY PREMIUM	SEMESTER 4 months
Single	\$ 60.50	\$ 242.00	Single	\$ 23.44	\$ 93.76
Two	\$109.00	\$ 436.00	Two or more	\$ 65.70	\$ 262.80
Three or more	\$ 121.00	\$ 484.00			

Medical Services Plan - MSP	Semester Amount \$	x	Semester(s) =	\$
Pacific Blue Cross – Extended Health	Semester Amount \$	x	Semester(s) =	\$
BOOKSTORE CASHIERS OFFICE PAYMENT RECEIVED:	Receipt Number:	Account 11-99999-2292	Total Paid: \$	

Employee's Signature : _____ **Date:** _____

Please sign and forward to Payroll for Processing.