

THE UNIVERSITY OF TULSA OFFICE OF HUMAN RESOURCES

RE: Student Status

The University of Tulsa's benefit plans will provide coverage for eligible dependent children over the age of 19, provided they are students actively enrolled in an educational institution full-time (at least 12 hours per semester). Verification of this full-time student status is required each Fall and Spring Semester and is the responsibility of the employee to provide the required information to the Office of Human Resources.

If your child does not continue to be a full-time student during the Fall or Spring Semester, you should contact our office immediately to remove that dependent from coverage. This will also alert us to provide them with the necessary information about their opportunity for continued coverage through COBRA. This change in status could also affect your premiums for coverage; therefore, it is very important for you to communicate such changes to us.

Please complete the information below and forward to the educational institution that your dependent is attending for verification or attach a verification from the Registrar's/Bursar's Office. Please return this verification of student status, to:

Office of Human Resources
The University of Tulsa
800 S Tucker Dr.
Tulsa, OK 74104-3189

Policy Holder Name: _____

Policy Holder SSN: _____

Employer Name: **The University of Tulsa**

Dependent/Student: _____

Student ID Number: _____

Educational Institution Attending: _____

Hours Enrolled: _____

Semester: _____

Verified by (Registrar or Bursar): _____ Date: _____

Title: _____

Phone: _____