

INSTRUCTIONS ON HOW TO COMPLETE BENEFIT FORMS

Please read the information and steps included in this summary and submit the appropriate forms to **Employee Benefits**. Forms can be scanned and emailed to benefits@dal.ca.

The monthly deadline to process forms is the 8th of every month. It is imperative to provide the applicable documentation by this date to ensure coverage is in place and the appropriate dependants and beneficiaries are listed.

It is the responsibility of the employee to notify Employee Benefits of any changes or additions regarding spouse/partner and or children.

OVERVIEW OF BENEFIT FORMS

- Mandatory forms – to be completed by all new employees:
 - Health and Dental Application Form

MANDATORY AND OPTIONAL BENEFITS

- Eligible employees will automatically be enrolled in mandatory benefits. Mandatory benefits include:
 - Health (Single Coverage)
 - Travel (Single Coverage)
 - **If you want to add dental coverage or change to family coverage, you must submit a Health and Dental Application Form requesting this change within 60 days of your job begin date**
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Health and Dental Application Form

- Employees are set up with single health coverage effective their job begin date.
 - It is **imperative the health and dental application form is completed within 60 days of your job begin date** should you wish to add dental coverage or change to family coverage. Providing the application within the 60-day window prevents your dependants from being considered late applicants. Failure to meet the 60-day deadline will result in your dependants being subject to medical underwriting by the insurance carrier, in which they may not be approved for coverage. It will also result in restricted dental coverage for all late applicants.
 - When an individual maintains health coverage with Dalhousie University, travel coverage is also provided. Travel coverage will be extended to the dependants listed on your health application.
 - Health coverage can be waived if it is maintained elsewhere.
 - Should you wish to waive coverage, the health application form is required within 60-days following your job begin date to ensure premium deductions can be refunded.
 - If health coverage is waived, travel is no longer eligible.
 - Steps on how to complete the form:
 1. Check the “New Application” box
 - If waiving health coverage check the “Waiving Coverage” box
 2. Fill in your full name, employee number, job begin date, date of birth and your address
 3. Indicate if you maintain provincial health care coverage. Coverage is only available if provincial health coverage is maintained.
 4. Using the drop-down boxes, select the coverages you wish to enroll in under the “Coverage Requested” section.
 5. If applying for family coverage, complete the “Dependants” section of the application.
 6. “Type of Life Change” is **only** required when requesting a change/addition to your coverage. Further information can be found online here: [Life Changes](#).
 7. If you maintain health coverage elsewhere, or are choosing to waive coverage, please list the applicable insurance information in the “Other Coverage” section
 8. Sign and date the form. Electronic signature is acceptable provided the form is submitted through your official Dalhousie email account.
 - If the 60-day deadline has passed and family coverage is requested, the “Late Medical Application for Dependant” is required to be completed to add family health coverage. This is not required if adding dental late, however coverage restrictions and limitations will apply, as outlined in the dental brochure (found online in the “More Information” section under “Voluntary Dental”).
 - Completed application forms can be scanned and emailed to benefits@dal.ca.
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