

## **Student Accident Insurance and Claims Processing**

All **curriculum** students are covered under the college's student accident insurance plan. The plan provides benefits for hospital, surgical and medical expense caused by accidental bodily injury while on school property or participating in college-sponsored activities off-campus.

In the event of an accident, the student has the following responsibilities:

1. Seek medical attention if needed.
2. Complete an Incident Report with Campus Police.
3. Complete a student accident insurance claim form. These forms can be obtained from the Administrative Services office, Room 380, Medlin Campus Center. You can stop by the office or call 336-334-4822 x. 2320 to have a form mailed to you.
4. Return the completed and signed insurance claim form to the Administrative Services office along with any medical bills you may have concerning the accident.

**The student must notify Campus Police and the Administrative Services office of the accident within 30 days.** Questions about the insurance claims process should be directed to Administrative Services at 336-334-4822 x. 2320.