

CLAIM FORM FOR SCHOLARSHIP PROGRAM FOR DEPENDENT CHILDREN

SECTION 1 – EMPLOYEE INFORMATION

GREEN SHIELD ID NUMBER	COMPANY NAME	DATE OF BIRTH (YY/MM/DD)
SURNAME	FIRST NAME	TELEPHONE NUMBER
ADDRESS	CITY	PROVINCE
		POSTAL CODE

SECTION 2 – STUDENT INFORMATION

STUDENT'S NAME	GREEN SHIELD ID NUMBER	DATE OF BIRTH (YY/MM/DD)
ADDRESS	CITY	PROVINCE
		POSTAL CODE
		*DEPENDENT'S SIN NUMBER

SECTION 3 – MANDATORY DECLARATION

Do you have any other group insurance coverage that may include these services as benefits? YES NO
 If Yes, please provide Insurance company's name _____ **AND attach copy of statement from primary carrier.**
 If other coverage is Green Shield, indicate Green Shield ID number: _____

NAME & ADDRESS OF COLLEGE OR UNIVERSITY: _____

PLEASE CHECK THE APPLICABLE BOXES BELOW:

1. <input type="checkbox"/> DEGREE PROGRAM	2. <input type="checkbox"/> PART TIME STUDENT	3. DID YOU RECEIVE ANY SCHOLARSHIP OR BURSARY? <input type="checkbox"/> YES <input type="checkbox"/> NO
<input type="checkbox"/> DIPLOMA PROGRAM	<input type="checkbox"/> FULL TIME STUDENT	
<input type="checkbox"/> CERTIFICATE PROGRAM		IF YES, PLEASE PROVIDE AMOUNT \$ _____

SECTION 4 – COURSE PROGRAM INFORMATION

NAME OF DEGREE/DIPLOMA PROGRAM	PROGRAM NUMBER	TERM						TOTAL COURSE LOAD THIS TERM	TUITION COST US OR CDN
		START			END				
		YR	MO	DAY	YR	MO	DAY		

Does not include books, parking fees, late fees or other educational expenses

STATEMENT OF CONDITIONS:

- Student is a dependent child as defined by the client, on the date the school term commences and a secondary school graduate in full-time attendance at a post-secondary or post-graduate degree/diploma program at an accredited Canadian or U.S. university or community college.
- The starting date of the academic program will determine the benefit year to which the payment will apply. (i.e. A school term commencing in September, will have a benefit year from September 1st to August 31st.)
- Claims will not be processed until the first day of school term to ensure eligibility.
- Claim must include an original paid fee statement or an original paid receipt which indicates student name, the term starting date, the student status (i.e. full term attendance or part-time), a breakdown of amount paid for both tuition and fees and a completed Green Shield claim form.
- Claim payment will be made to the employee
- Under Canada Revenue guidelines, these scholarships are taxable as income to the student. A T4A will be issued in the student's name by Green Shield no later than the end of February of the year following payment of the claim.
- * The DEPENDENT'S SIN # is a requirement of Canada Revenue Agency for the purpose of T4A generation.

SECTION 5 – AUTHORIZATION

I CERTIFY THAT I WAS UNDER OBLIGATION TO PAY THIS TUITION EXPENSE. THE AMOUNT CLAIMED HAS NOT BEEN WAIVED OR REIMBURSED OR PAID THROUGH ANY OTHER SCHOLARSHIP, ASSISTANCE PROGRAM OR SUBSIDY UNLESS OTHERWISE STIPULATED ABOVE.

STUDENT SIGNATURE _____	DATE _____
EMPLOYEE SIGNATURE _____	DATE _____

By signing this claim form and/or submitting actual receipts, I agree that the information provided on this form is complete and accurate. I understand that the information provided by me to Green Shield Canada about myself and my dependents, will be used by Green Shield Canada for claims adjudication and any other services necessary in the administration of our benefits which may include the exchange of information with other parties to administer this benefit claim. I am authorized by my spouse and/or dependents to disclose and receive information about them that is used for these purposes. I understand that this information may be seen by the cardholder.

SECTION 6 – MAILING INSTRUCTIONS

PLEASE ATTACH ALL ORIGINAL CORRESPONDENCE and retain copies for your files as original receipts will not be returned.
 ALL CLAIMS MUST BE SUBMITTED WITHIN 12 MONTHS OF THE DATE OF SERVICE (unless otherwise stated in your benefit plan documentation).

THE COST, IF ANY, OF OBTAINING THIS INFORMATION IS AT THE EXPENSE OF THE PATIENT/PLAN MEMBER.

PLEASE INDICATE ON MAILING ENVELOPE:

GREEN SHIELD CANADA
 P.O. BOX 1615, WINDSOR, ONTARIO N9A 7J3
 ATTENTION: SCHOLARSHIP PROGRAM

CUSTOMER SERVICE CENTRE 1-888-711-1119 or (519) 739-1133
 greenshield.ca

