



## Procedures for Health Insurance Online Waiver Form

1. Go to MSMC Business Office Webpage at [www.msmc.la.edu/pages/847.asp](http://www.msmc.la.edu/pages/847.asp) and click on the Health Insurance Waiver Link.
2. On the Online Waiver Welcome Page take a moment to review the “10 Questions” so you’ll know what information you will need to complete the waiver. **Enter your Student ID# and Date of Birth and click the submit button. (Please Note: Once you click submit, you will only have 15 minutes to complete the waiver application.)**
3. On the Waiver Form Page answer all questions. **(Click on Help Page and FAQ’s Link if you need more information.)**
4. If your Waiver is “**Approved**” there is nothing else to do on your part. Please print the “Waiver has been Approved” page for your records. The Business Office Staff will reverse the automatic charge from your account within 10 business days.
5. If your Waiver is “**Denied**” the reasons for denial will appear on the “Waiver has been Denied” page. You may file **an appeal** to the decision regarding your waiver. To file an appeal, write a paragraph explaining the circumstances relating to your appeal in the “**box**” provided and click submit. **(Note: You will be notified of the status of your appeal within 10 business days.)**