

**WINTER SEMESTER 2015:**

**Is your child still covered under your Extended Health or Dental plan beyond December 31, 2014?**

**If you only submitted proof that they were in school for the fall term, you will need to send proof that they are attending school as a full time student for the 2015 winter semester.**

If your dependent(s) is between 21-26 years old and in full time attendance at a recognized education institution, please provide one of the following documents to ensure coverage continues on your Extended Health and/or Dental plan:

- A letter\* from the institution indicating your dependent is registered as a full-time student (3 or more courses) for the upcoming 2015 winter semester **OR**
- A listing\* of courses that your dependent is registered for the upcoming 2015 winter semester.

**\*School logo and full time attendance must be clearly indicated**

Note: If your child is turning 21 prior to the end of August 2015, proof of full-time attendance at a recognized education institution (as noted above) will be required to ensure coverage does not cease on their 21<sup>st</sup> birthday.

Please send the requested documentation no later than ***January 23<sup>rd</sup>, 2015*** to:

- By mail: Attention: Benefits Administrator, Capital Health, 1276 South Park Street, Halifax NS, B3H 2Y9 **OR**
- Internal mail: Attention: Benefits Administrator, Room 120, 1st floor Bethune Building **OR**
- Fax: 902-473-6414 **OR**
- Email: [Benefits.Services@cdha.nshealth.ca](mailto:Benefits.Services@cdha.nshealth.ca)

Questions or concerns; please call: Benefits Administrator — 902-473-5757, Press 3, Press 1 (Toll Free: 1-866-473-5757, Press 3, Press 1)