



## MEMORANDUM

**To:** Members of The Great-West Life Health and/or Dental Plan

**From:** Benefit Administration, People Services

**Date:** August 2016

**Re:** **Overage Dependent Proof of Enrollment for 2016–17 School Year**

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We would like to remind you that in order to ensure that Medical and Dental coverage continues for your dependent(s) between ages 21–26 for the 2016–17 school year, you must provide proof of **full time enrollment** (3 or more courses) at an accredited educational institution by no later than **Friday, September 30, 2016**

*\*If you have already sent in the required proof for the entire 2016/17 school year, disregard this letter.\**

**If your dependent is turning 21, you have 30 days from their 21<sup>st</sup> birthday to provide this proof.**

The following documents are recognized as proof of enrollment (school logo and full time enrollment must be clearly indicated). When submitting your documentation, please ensure you provide your full name and your employee Id.

- A letter from the institution indicating your dependent has full time status for the up-coming semester.
- A listing of the courses your dependent is registered in for the up-coming semester.

Note: If proof of enrollment is not received by the date indicated above, your dependent's benefits will be terminated retroactively effective **September 1, 2016** (or their **21<sup>st</sup> birthday**) and will not be reinstated until proof of enrollment has been received by our office. Should you experience a change from family to single coverage due to your dependent's termination; please keep in mind that you may incur charges to reinstate family coverage if proof is provided at a later date.

Please send documentation to our office by the September 30, 2016 deadline by one of the following options:

**Via Mail:** Benefits Administrator, People Services, Nova Scotia Health Authority, 1276 South Park Street, Halifax NS, B3H 2Y9  
**OR** through internal mail;  
**OR** by fax: 902-473-6414;  
**OR** by email: [Benefits@nshealth.ca](mailto:Benefits@nshealth.ca).

Should you require further clarification please call 902-473-5757 option 3, sub-option 1 or call our toll free number at 1-866-473-5757 option 3, sub-option 1.

Benefit Administration  
People Services, Nova Scotia Health Authority  
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