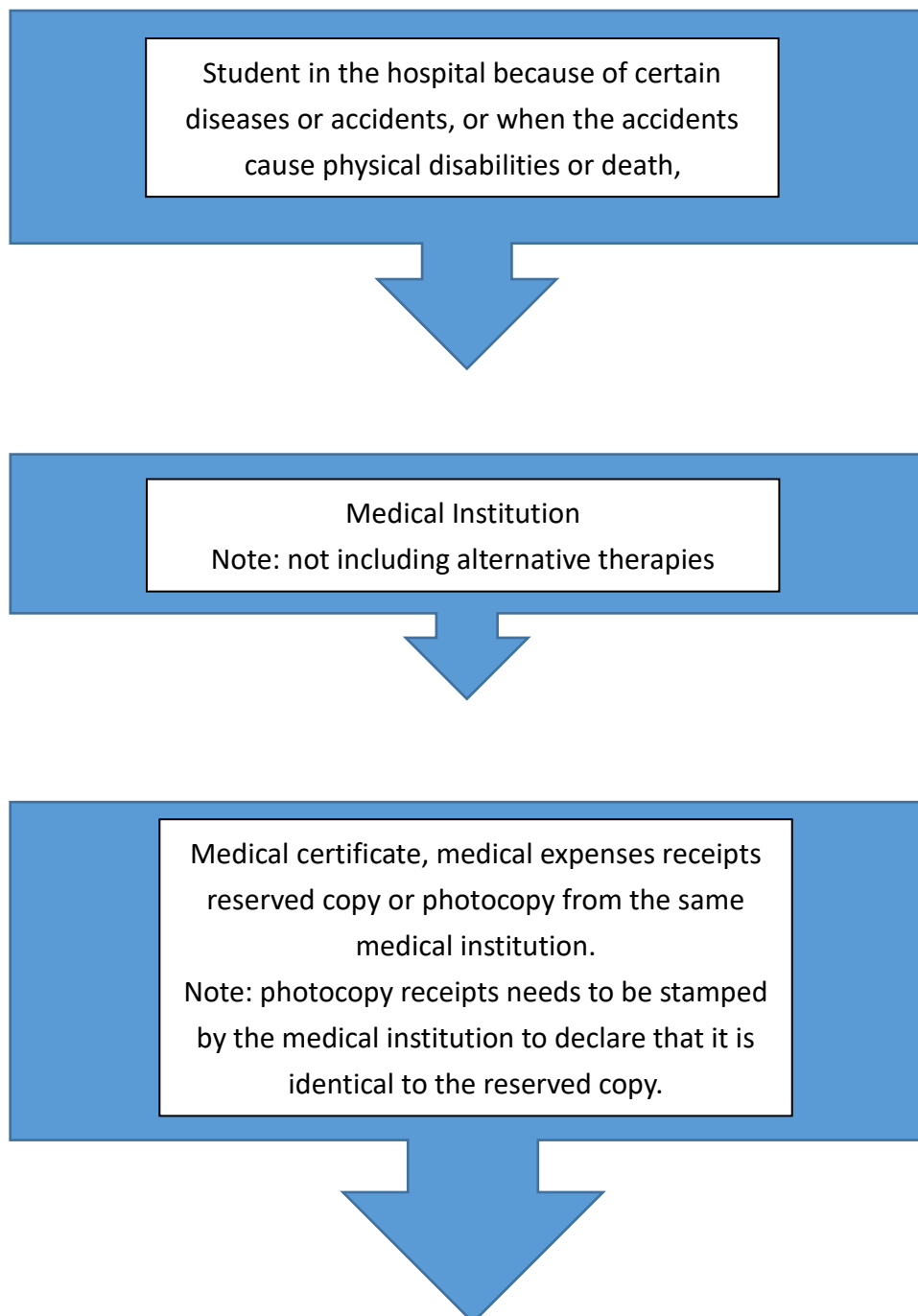


## Process of Application for Student Group Insurance Claims

If the students who take part in the insurance need to be observed in the hospital because of certain diseases or accidents, or when the accidents cause physical disabilities or death, the insurance fund would be paid according to the standards of the insurance clauses.

The process is figured as follow.



Please prepare all the related documents (insurance claim form, copy of passbook, copy of the residence permit, copy of passport, certification of enrollment) in accordance to the back page of the insurance claim form –Required Documents for Insurance Claim.

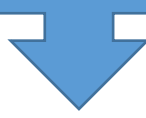
Insurance claim form should be on the top of all the documents; the orders for the other documents are not demanded.

Deliver to the Division of Life Guidance at Student Activities Center, 2nd floor.

The insurance company retrieve documents the university every Friday.

It requires approximately 14 working days for the insurance company to finish the inspection process.

If additional documents are needed the student will be noticed.



The benefits will be remitted into the student's savings account as soon as the inspection passes.