

How to Submit a Proof of Alternative Coverage

ALUMO

If you want to opt out of the Health and/or Dental Plan, you must submit a proof of alternative coverage by another health and/or dental plan (that than the provincial health insurance plan). Follow the steps below to submit your proof of alternative coverage.

Information required

Your document must clearly indicate **your coverage** for extended health and/or dental care, the **insurance company name**, and the **policy number**.

Acceptable documents

A **screenshot** of a summary of benefits from an insurance company's website

OR

A **copy** of a **certificate** or **card**

OR

A **letter** from the plan sponsor (usually the employer) or the insurance company

Indigenous students who receive benefits from Health Canada may provide a copy of their status card.

Submit your documents

Electronic documents

(from an insurance company's website)

PC Instructions

- 1 Close all other windows. You can use the **Print Screen** key to **capture a screenshot** of your summary of benefits.
- 2 **Paste** and save it in a **Word** document, as a **PDF**, or an **image file**, such as a tiff, gif, jpeg, or png.

OR

MacOS Instructions

- 1 Close all other windows. Press the **Command, Shift, and number 3 key** at once to capture a **screenshot** of your summary of benefits.
- 2 Find your screenshot on your **desktop**. It will be saved as an **image file**, titled "screenshot" with the date and time.

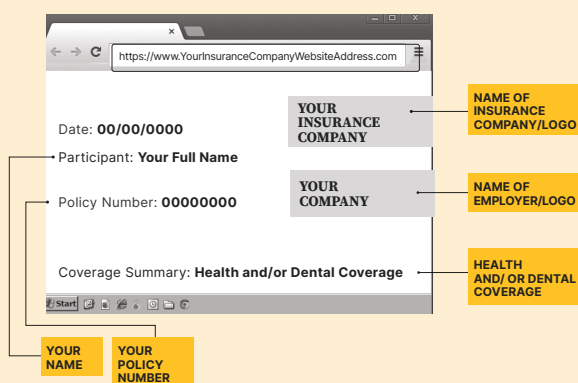
Printed documents

- 1 **Scan** your letter/card OR **take a picture**.
- 2 Save it in **PDF** format, **Word**, or as an **image file**.

Proof of alternative coverage examples

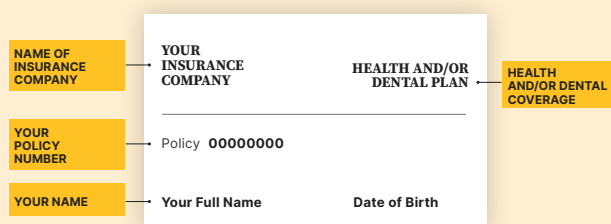
Screenshot example

Benefit summary from a company's website



OR

Card example



OR

Letter example

