Student Continuation of Insurance while on Leave of Absence

You have elected to continue student health insurance coverage while on a leave of absence (LOA) and agree that it is your responsibility to submit payment to the BCM HR - Benefits office for this coverage. Please review the information below to understand what you must do to maintain coverage.

Payment of Coverage
Your first payment for coverage while on leave of absence is due the day of LOA checkout in the HR – Benefits office. Thereafter, payment must be made (postmarked) on or before the first of each month for that month’s coverage. Payment may be made in person or by mail in the form of a personal check, money order or cashier’s check. Payment made to the HR - Benefits office is for individual coverage only. If you are covering dependents payment will continue to be billed by Aetna through your personal bank account or credit card.

Termination of Coverage
Coverage will be terminated effective the 1st of the month in which payment is not received. If Baylor College of Medicine does not receive your continuation coverage payment you must be able to prove that you timely mailed that payment or your coverage will terminate. Therefore, in order to provide proof and timing of mailing, in the event that your payment is lost in the mail, you should consider sending all continuation coverage payments and correspondence by certified mail, or certificate of mailing, etc. to the address listed below. If you can provide such proof, BCM will allow a second chance to submit the payment.

Payments should be made payable to Baylor College of Medicine and mailed to:

Baylor College of Medicine
One Baylor Plaza – BCM 207
Houston, TX 77030

In person payment can be made to the HR-Benefits office located at:

2450 Holcombe Blvd. Suite OW100
Houston, Texas 77021

Payment Due Date: ________________ Payment Amount: $ ________________

Annual Student Change Period
If you are on an approved leave of absence during the annual Student Insurance Change Period and have continued your student health insurance coverage you have the same rights as an active student. You may apply for an application of waiver, enroll, or add or drop dependents during the Annual Student Insurance Change Period through www.aetnastudenthealth.com. If no action is made by you during this change period then you will be enrolled into the Student Health Plan effective the date of return from LOA. While on LOA you will continue to receive email communication from HR – Benefits through your BCM email address and it is your responsibility to monitor your BCM email accounts during the Annual Student Insurance Change Period and respond accordingly.

For questions, please contact the Benefits office at ask-studentinsurance@bcm.edu or contact Gloria Cazarez by phone at 713.798.7338 or Courtney Richardson at 713.798.6081.

By signing below, you are certifying that you have read and understood the above information.

Signature ____________________________ Date ____________________