

May 15, 2015

To: UW Graduate Appointees Eligible for the Graduate Appointee Insurance
From: UW Human Resources – Benefits
Subject: Graduate Appointee Insurance for Summer Quarter 2015

Summer quarter Graduate Appointee Insurance coverage for eligible Academic Student Employees (ASEs) is effective July 1 through September 30, 2015. Please note the following items to ensure that you and any eligible dependents have timely access to your benefits.

Summer Quarter 2015 Dates to Remember

June 30 – Deadline for enrolling or deleting dependents online.

July 31 – Full payment of all dependent premiums is due to LifeWise Assurance Company (LifeWise) in all cases. Since you will be billed, no payroll deductions will be taken for dependent coverage premiums for summer quarter.

Below are three categories of Graduate Appointee Insurance Program (GAIP) eligibility during summer quarter. Find the category that describes your eligibility type and read carefully.

- Part 1: through previous coverage
- Part 2: through a benefits-eligible summer appointment
- Part 3: through self-pay

Part 1—Eligibility through Previous Coverage

You fall into this category if you had UW-paid coverage fall AND winter AND spring quarter—regardless of summer quarter student or employment status.

- Your enrollment for summer quarter is automatic.
- See “Important Notes” below.

Part 2—Eligibility through a Benefits-Eligible Summer Appointment

You fall into this category if you DID NOT HAVE UW-paid coverage fall AND winter AND spring quarter. Your summer quarter appointment may be your first benefits-eligible position OR you held coverage for one or two of the three previous quarters AND are holding a benefits-eligible summer quarter appointment.

RA/TA/SA Appointment Summer Quarter Eligibility

- You are eligible for graduate insurance, paid by the University, if you:
 - are at least 50% FTE,
 - are in an eligible job class and pay type,
 - receive payroll distributions for 2 consecutive pay periods , and
 - are registered for at least 2 credits.

Fellow/Trainee Appointment Summer Quarter Eligibility

- You are eligible for graduate insurance, paid by the University, if you:
 - are paid a minimum of \$800 a month,
 - receive payroll distributions for 2 consecutive pay periods , and
 - are registered for at least 2 credits.

While your coverage is automatic based on eligibility, your dependents' coverage is optional. Enroll or make changes to your dependents' coverage online with LifeWise at:

<https://student.lifewiseac.com/uw/gaip/>

See "Important Notes" below.

Part 3—Eligibility through Self-Pay

You fall into this category if you had UW-paid coverage spring quarter and do NOT have a benefits-eligible summer quarter appointment OR you are continuing existing self-pay enrollment—regardless of summer quarter student status.

- Students losing eligibility for UW-paid coverage starting summer quarter will receive self-pay notices at their home address late July. Please check Employee Self Service at <http://www.uw.edu/ess> to ensure your home address on file is current so that you receive information without delay.
- If you do not receive your self-pay notice by July 31, call LifeWise at 800-421-3531.
- Coverage is on a month-to-month basis and dependent on your payment of self-pay premiums. Find premium information here: <http://www.uw.edu/admin/hr/benefits/insure/gaip/premiums.html>.
- If you are currently on self-pay, you do not need to do anything at this time.

Important Notes

- Coverage is effective July 1 through September 30, 2015.
- **You must add or delete dependents by June 30.** If you make no changes, your dependent enrollment status from spring quarter (if any) will be maintained throughout summer quarter.
- Because no payroll deductions will be taken during summer quarter, you will be billed directly by LifeWise for dependent coverage premiums. **Payment must be made in full to LifeWise for the entire summer quarter on or before July 31. Failure to pay this billing will result in loss of dependent coverage.**
- If you are eligible through previous coverage AND you have a benefits-eligible appointment for summer quarter, you will be billed by LifeWise, and you will need to make dependent premium payments directly to LifeWise as noted above.
- Information regarding the cost of coverage can be found on the GAIP website at <http://www.uw.edu/admin/hr/benefits/insure/gaip/premiums.html>.
- For all questions relating to your GAIP coverage, LifeWise is your primary contact. See <http://www.uw.edu/admin/hr/benefits/insure/gaip/contacts.html>.