City of Manchester

Human Resources Department

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Manchester, New Hampshire 03101

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DENTAL STUDENT CERTIFICATION FORM

Per the Health Care Reform Act, effective 7/1/2011, adult children between the ages of 19 through 26 can remain on their parent's health insurance regardless if they are full time students. This policy is for health insurance only; the rules for dental insurance will remain as outlined below:

In order for students between the ages of 19 and 25 to be eligible for dental coverage under their parent's certificate, the subscriber must certify that the dependent is a full time student. To be eligible for benefits, a student must be unmarried and maintain a minimum of 12 credit hours per semester at an accredited school.

Please complete this form and **attach one of the following forms of verification**:

- A signed letter from the Registrar or Dean of Student; OR
- A copy of the current semester official class schedule; OR
- A copy of the current semester tuition bill

NOTE: Whichever form of verification you submit MUST include all four of the following:

1. School Name
2. Student Name
3. Semester
4. Credit Hours 12+ (9+ for graduate) or indication of "Full-Time" status

Name of Dependent _____
First Middle Last

Date of Birth: _____ Student Full-Time as of _____

Name of School: _____

I hereby certify that the above listed dependent is eligible in accordance with the group's guidelines. I understand that any misrepresentation may result in a retroactive cancellation of my dependent's coverage and any charges incurred will be my liability.

Subscriber's Name (Print): _____ Today's Date: _____
Subscriber's Signature: _____ Dept: _____

Please return this form to the City of Manchester Human Resources Dept: ATTN: Benefits

IMPORTANT INFORMATION:
Your dependents benefits will not begin until we receive this completed form and the required verification document. Also, please know your dependent's eligibility ends when he/she ceases to attend school full-time or is married. It is your responsibility to notify HR of these changes.