

SEMINARY STUDENT ENROLLMENT CHECKLIST

If you are a seminary student enrolling for the first time in the Medical Plan of the Benefits Plan of the Presbyterian Church (U.S.A.) you must complete a seminary student enrollment application. The Board of Pensions must receive your completed and SIGNED application during open enrollment, August 1 to September 30.

Use this checklist to make sure you have completed all the steps.

- Read the enclosed letter carefully. If you have any questions, please call 800-773-7752. You are automatically connected to a representative of the Member Services Team.
- Complete and sign the enclosed *Seminary Student Benefits Plan Membership Application* (ENR-003).
- Make sure you have noted the date medical benefits coverage should begin. Your effective date cannot be more than 31 days before the postmark date of your application.
- Include written verification from your presbytery confirming that you are an inquirer or candidate for ordination.
- Include written verification from your seminary confirming that you are a fulltime student.
- Include a check for the first month's payment. **(The application will not be processed if the first month's payment is not included.)**
- Mail the application, the written verification from your school and presbytery and your first payment to the **Board of Pensions of the Presbyterian Church (U.S.A.), 2000 Market Street, Philadelphia, PA 19103-3298 (800-773-7752), (888-872-3686 TDD)**

If you are a seminary student currently enrolled in the Medical Plan of the Benefits Plan of the Presbyterian Church (U.S.A.) you must provide the following information:

- Written verification from your presbytery confirming that you are an inquirer or candidate for ordination.
- Written verification from your seminary confirming that you continue to be enrolled as a fulltime student, and your anticipated date of graduation.
- This information must be received in our office by September 30, 2011.

(Please see side two for medical dues information)

SEMINARY STUDENT MEDICAL DUES - 2011

Seminary Student Medical Dues			
Coverage Level	Dues %	Monthly	Annual
Member Only	11.1%	\$318.06	\$3,816.72
Member w/ Spouse	17.0%	\$487.12	\$5,845.44
Member w/ children	17 0%	\$487.12	\$5,845.44
Member w/ family	19.5%	\$558.75	\$6,705.00

SEMINARY STUDENT MEDICAL DUES - 2012

Seminary Student Medical Dues			
Coverage Level	Dues %	Monthly	Annual
Member Only	11.1%	\$364.17	\$4,370.04
Member w/Spouse	17.0%	\$560.50	\$6,726.00
Member w/children	17 0%	\$560.50	\$6,726.00
Member w/family	20.25%	\$641.25	\$7,695.00