PAYING VS. REPORTING INSURANCE FEES THROUGH SCHOLARSHIP ADMINISTRATION

The Scholarship Administration system should be utilized to **pay** charges appearing on the student's tuition statement in Income Accounting, as well as to **report** insurance premiums paid directly to United HealthCare on behalf of students. This document explains when to pay, and when to report.

PAY

The University does not automatically charge students for the student health insurance, so not every student will have an insurance charge on their account in Income Accounting. In fact, only two categories of students will have the insurance charged to their tuition statement:

1. **Subsidized Graduates:** These students are eligible for the subsidized health insurance, and are billed 20% of the premium on their tuition bill. These are students that are earning 100% TBP as an RA or TA, and have opted for the subsidized student health insurance (the graduate coordinator in the department would have ticked the insurance box on the TBP data entry). If you choose to pay the 20% on behalf of the student, please do so as a Scholarship Administration payment, using an insurance-eligible item type.
2. **International Students:** There is a law that mandates international students must have valid health insurance - because of this law, Student Health sends a list of all international students to United HealthCare, and sends the same list to Income Accounting, where the full cost of insurance is charged to the student's tuition bill. If you wish to pay the premium on behalf of an international student, please do so with an insurance-eligible item type in the Scholarship Administration system.

For all other students, the insurance payment should be handled through Accounts Payable and only **reported** in the Scholarship Administration system. See below for detailed instructions.

REPORT

If a student is not on the subsidized insurance and is not an international student, but your department still wishes to cover the insurance, here's what to do:

1. **ENROLL** the student in the student health plan with United HealthCare. There are two methods:
    a. **Spreadsheet**: Use the voluntary spreadsheet to submit a list of students to United HealthCare. Contact Jolyn (Jolyn.s@utah.edu) if you need access to the spreadsheet. **Be sure to use your assigned location code**. Once your list is processed, you'll receive an invoice from United HealthCare.
    b. **Reimbursement**: Alternatively, the student may visit United Health Care's website (www.uhcsr.com/utah) and complete their own enrollment. They'll have to pay the premium up front and submit the receipt to you for reimbursement.
2. **REPORT** your contribution to the student's health insurance in the Scholarship Administration system. Accounts Payable will not process payments or reimbursements for health insurance unless those contributions have been reported on the student's record through Scholarship Administration. You must use the Misc. item type at the bottom of the award list to report the contribution. This item type has N/A listed for the chartfield (see screen shot below) so it doesn't actually disburse funds.

Name	Award Details	Fund	Activity	Project	Account	
Books/Supplies	View Award Details ▾	N/A	N/A	N/A	N/A	Award Scholarship
Misc Awards	View Award Details ▾	N/A	N/A	N/A	N/A	Award Scholarship
Scholarship Room/Board	View Award Details ▾	N/A	N/A	N/A	N/A	Award Scholarship
Traineeship	View Award Details ▾	N/A	N/A	N/A	N/A	Award Scholarship
Travel Scholarship	View Award Details ▾	N/A	N/A	N/A	N/A	Award Scholarship

3. **PAY** the premium or reimburse the student through **Accounts Payable**.
    a. **Spreadsheet:** If you used the spreadsheet enrollment method, you'll submit your invoice with a Payment Request to Accounts Payable, and generate a check to United HealthCare.
    b. **Reimbursement:** If you are reimbursing a student who has paid United HealthCare directly, use a Payment Request to generate a reimbursement directly to the student.

Remember -- if the student does not have an insurance fee on their tuition statement, you cannot **pay** their premium through Scholarship Administration, but you still have to **report** to SA any payment made toward a student's insurance premium.