



**Directions for the Program Director:** To enroll students in the HTH supplemental insurance policy, please supply the information requested on the table on reverse. Submit completed form and students' payments to IP *one month prior* to program departure. Cash, personal checks, cashier's checks, and money orders are accepted (no credit card payments, please) for the correct amount *only*. Checks should be made payable to "The University of Montana." Cost of program is \$9.00 per month; coverage may begin on any day of the month and will cover complete months only (i.e. the monthly cost cannot be prorated).

- Upon receipt of this form, IP will issue receipts for insurance payment to the Program Director to give to students.
- The Program Directors wishing to enroll in the insurance policy should include their own information and payment on the enrollment form.
- IP will issue insurance policy ID cards to the Program Director after enrollment.
- Refunds will be granted only if written notice from the student and the Program Director is submitted to IP three weeks prior to start of coverage. Students must include their UM ID# and current mailing address for a refund to be issued.
- Students may elect to be covered for travel before and after the program for incidental travel only (i.e. they will not be covered for subsequent unrelated programs). Their complete coverage dates should be properly reflected on the enrollment form.
- HTH Policy Information is available from IP upon request.