Dear Graduate Community:

Fall 2011 Open Enrollment for GA medical insurance runs Monday, August 1, 2011 through Friday, September 16, 2011 at 5:00 PM.

One of the benefits of being a GA at USF is the opportunity to have part of your medical insurance premium paid by the University.

Starting August 1st, you may enroll for this insurance coverage. To learn more about the subsidy and to enroll, please visit the Graduate Assistant Health Insurance web page here. The enrollment link will be available for enrollment beginning August 1, 2011 through the end of Open Enrollment at 5:00 p.m. on September 16, 2011. If you miss Open Enrollment, you will not have another opportunity to sign up until Spring Semester 2012.

Please review the 2011/12 Medical Insurance Plan Brochure for details regarding the plan coverage located on the Gallagher Koster website. FAQ’s are found attached.

To be Eligible for the Medical Insurance Subsidy you must:

Be a GA/TA/RA in good standing with their academic program (including taking the required number of credit hours and maintaining the required GPA), and be employed in an eligible job code (see below) with at least a .25 FTE, for each installment of the subsidy to be paid. A .50 FTE GA who appointment falls below .50 FTE (20 hours per week) but remains at .25 FTE (10 hours per week) or above will have their subsidy reduced to the .25 FTE amount.

Eligible Job Codes:
- Graduate Research Associate - Job Code 9181
- Graduate Research Assistant - Job Code 9182
- Graduate Teaching Associate - Job Code 9183
- Graduate Teaching Assistant - Job Code 9184
- Graduate Assistant (non-exempt) - Job Code 9185
- Graduate Assistant (exempt) - Job Code 9550

The Subsidy for the Fall Semester 2011 will be:

<table>
<thead>
<tr>
<th>Premium Period</th>
<th>Total</th>
<th>.50 GA Portion</th>
<th>.50 USF Portion</th>
<th>.25 GA Portion</th>
<th>.25 USF Portion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Coverage (08/17/11 – 08/16/12)</td>
<td>$1,806.00</td>
<td>$206.00</td>
<td>$1,600.00</td>
<td>$806.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Fall Only Coverage (08/17/11 – 01/08/12)</td>
<td>$715.00</td>
<td>$79.00</td>
<td>$636.00</td>
<td>$313.00</td>
<td>$402.00</td>
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<tr>
<td>Spring/Summer Coverage (01/09/12 – 08/17/12)</td>
<td>$1,091.00</td>
<td>$127.00</td>
<td>$964.00</td>
<td>$493.00</td>
<td>$598.00</td>
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</tbody>
</table>

International students must enroll by the 5th day of classes to meet the State of Florida mandate for insurance coverage. Note: International students sign a waiver from the Student Health Insurance Office, but signing the waiver does not constitute enrolling for the insurance. You must enroll online for the insurance. The Student Health Insurance Office will scan your waiver form and return it to you so you can enroll on line.

If you would like the insurance and the subsidy, beginning Fall Semester 2011:

1. Enroll online no later than 5 p.m. on Friday, September 16, 2011, at https://www.gallagherkoster.com/floridausystem/,
   a. Click on University of South Florida
   b. Click on “Student Enroll” (found on the left side menu on the Welcome USF Page)
   c. You must have an offer letter, a Social Security Number, and a valid email address to enroll.
2. **Make sure your hiring department has submitted all of your appointment paperwork to USF Human Resources.** All paperwork must be processed no later than 5 p.m. on Friday September 16, 2010 or you cannot receive the subsidy.

3. **Maintain your eligibility throughout the semester, as outlined here.**

If you have questions about the insurance itself, contact the Student Health Services Insurance Office at insurance@shs.usf.edu. For questions about the GA subsidy, contact Le’Danjeanette Frazier in Human Resources at lfrazier@usf.edu.

This is a wonderful benefit for our GA’s and we hope you will take advantage of it. We are delighted you are a GA at USF. We are committed to your success and development during your time with the University of South Florida.

Sincerely,

Karen D. Liller, PhD
Dean of the Graduate School and Associate Vice President for Research and Innovation