
**WILLISTON STATE COLLEGE
PROCEDURE MANUAL**

SUBJECT: Student Health Insurance

EFFECTIVE: October 28th, 2019

Section: 505 Student Health Insurance

This procedure establishes consistent international student health insurance payment deadline procedure, payment options, and repercussions if payment deadline is not met. As per SBHE Policy 505, international student health insurance must be paid no later than the end of the sixth week of a regular fall or spring term or equivalent date for a summer term or classes outside a regular term.

The International Student Certificate of Finance Form, which all international students complete proving they have sufficient funds for one academic year in the US and prior to receiving a Form I-20, specifies the mandatory health insurance costs and payment deadlines. Additionally, Student Orientation Programming overviews and educates on payment deadlines and repercussions of non-payment.

International Students accepted to WSC will be required to pay half of the semester health insurance prior to the first day of the semester in which they are attending. If a student is unable to pay the first half of the semester's health insurance costs, they will need to step up a payment plan with Student Finance prior to the first day of the semester. Any payments missed will require a conference with the principle designated school official (PDSO) on campus to review their student visa status. Any remaining balance of the student health insurance must be paid in full no later than the end of the sixth week of a regular fall or spring term or equivalent date for a summer term or classes outside a regular term.

WSC Student Finance will allow payment arrangements for international student health insurance up until the end of the 6th week of a regular fall or spring term (or summer equivalent). Students must complete the International Financial Counseling Form with the Student Finance Office. WSC Student Finance will allow payment to be allocated specifically toward international student health insurance only if the student account is paid in full or if the student had set up an approved payment plan for the remainder of the semester charges. Student Finance will send outreminder communications to international students who have not paid for their international health insurance in full prior to the payment deadline.

Student Finance will send a list of international students who have not paid by the payment deadline to the Designated School Official. International Students who did not pay in full by the deadline will be administratively withdrawn from all courses, as the student would be considered out of SBHE Policy 505 Compliance. Students will be subject to SBHE 830.2 Refunds Policy and NDUS 830.2 Refunds Procedure. Failure to be enrolled full-time at WSC results in the international student being out of immigration status therefore, the student's SEVIS record will be terminated. The international student would then be required to leave the US immediately.

WSC reserves the right to waive timely payment if a student endures severe economic hardship caused by unforeseen circumstances beyond the student's control. These circumstances may include loss of financial aid or on-campus employment without fault on the part of the student, substantial fluctuations in the value of currency or exchange rate, inordinate increases in tuition and/or living costs, unexpected changes in the financial condition of the student's source of support, medical bills, or other substantial and unexpected expenses. If these circumstances occur, students have the option to appeal the student health insurance policy payment requirements.

REFERENCE: SBHE Policy Number 505, NDUS Procedure 505

HISTORY: Executive Cabinet approved October 28th, 201

