

## North Carolina Community College Student Health Plan (NCCCSHP) Enrollment Procedure

<b>Contact Information</b>	Mailing Address: NCCCSHP, P.O. Box 1388, Cary, North Carolina 27513 Enrollment Related Question: 800-509-6988 Benefits Inquiry: 800-220-3635 Fax: 919-469-0303
<b>Check Your Eligibility</b>	A student taking 4 or more credit hours in the fall or spring semester or 3 or more credit hours in the summer semester at any participating North Carolina Community College is eligible to enroll in the North Carolina Community College Student Health Plan.  <b>Credit requirement will be waived for students who are already enrolled in the plan to renew their coverage for the summer semester.</b>
<b>On-Line Enrollment Option</b>	<ol style="list-style-type: none"> <li>1. Login at <a href="http://www.n4chealth.com">www.n4chealth.com</a>. Create a User Account with a valid email address if you are a new user. If you have forgotten your password, you can reset your password by clicking on "forgot password" and following the instruction, the system will send you a randomly generated password to your email address. You may change the password afterward for your own convenience and protection.</li> <li>2. Enter your personal information (including dependent information), the community college you are attending, and the credit hours you are taking.</li> <li>3. Select Coverage/Benefits beginning, including dependent coverage if you desire it. Choose your payment method. (See details in Payment Options section).</li> </ol>
<b>Paper Form Enrollment Option</b>	<ol style="list-style-type: none"> <li>1. Print Enrollment Form at <a href="http://www.n4chealth.com">www.n4chealth.com</a></li> <li>2. Fill out all requested information. (<i>You must have a valid email address in order to enroll in the plan</i>) Select coverage and payment method.</li> <li>3. Mail the completed application form with full payment (see <b>Payment Options</b>) to NCCCSHP, P.O. Box 1388, Cary, NC 27512</li> <li>4. You will receive an acknowledgement email from NCCCSHP after we have received your application and payment.</li> </ol> <p><b>Caution:</b> It is your responsibility to submit the completed application with the full semester payment. Until your eligibility is verified and Cigna Healthcare has received full semester payment, you are not insured by Cigna Healthcare.</p>
<b>Annual Enrollment with Installed Payment Options</b>	With the credit card payment option, you have the option to select Annual or Fall – Spring - Summer coverage with semester installments. i.e. Fall semester payment, Spring semester payment, Summer Semester payment
<b>Premium Payment Options</b>	<ol style="list-style-type: none"> <li>1. <u>Credit Card On-line</u>: Secured on-line payment for on-line enrollment only, Cigna accepts Visa and MasterCard.</li> <li>2. <u>Credit Card Off-line</u>: Invoice/Application form must accompany Payment. You may opt for mail or fax.</li> <li>3. <u>Personal, Cashier's Check, Money Order</u>: Mail-in Payment must be accompanied with Invoice/Application form.</li> </ol>
<b>Procedure involving Non Sufficient Funds (NSF)</b>	You are responsible for the full semester payment. If your payment is rejected by the bank due to Non Sufficient Fund (NSF), you will be allowed to pay only by cashier's check or money order.

\*There will be a \$5.00 bank services fee if you opt for using credit cards. There is no bank charge for students using personal check, cashier's check or money order.