Student Health Plan (UHP) Waive/Enroll Guide – Undergrad/Graduate/Graduate Assts – Fall 2023

Saint Louis University requires full-time, on-campus students to carry adequate health insurance. If a student has other (non-UHP) health insurance coverage that meets SLU’s coverage criteria, they may Waive the UHP coverage (and its charges). If a student does not have health insurance, they must Enroll in the SLU Student Health Plan (UHP). Fall 2023 deadline to waive or enroll is: Sept 30, 2023. If students take no action by the deadline, they will be auto-enrolled in UHP coverage and responsible for related charges.

Once registered full-time, allow 2-3 business days for student data to load to the Aetna website.

This document provides guidance on how to submit an on-line waiver or enroll through the secure Aetna Student Health website/portal. Aetna Student Health is the UHP’s administrative partner. Waiver directions begin below. Enrollment directions begin on page 3.

**Waiver Directions**

* Open browser. Google Chrome is recommended: 🌐

Go to: [www.aetnastudenthealth.com/slu](http://www.aetnastudenthealth.com/slu) OR directly access site thru SLU website using:

- [Enroll/Waive](http://www.aetnastudenthealth.com/slu)

Scroll down to:

- [Enroll/Waive](http://www.aetnastudenthealth.com/slu)

* Review info. presented on page and Scroll down and click on:

**Secure Login**

* On Secure Login screen, use pull down menu to indicate if a Domestic or International Student. International selection indicates student is pursuing studies under a Visa:

- Are you a domestic or an international student? *

  - Select Type
    - Domestic
    - International

* Next, use pull down menu to indicate type of program:

- What type of program are you enrolled in? *

  - Please Select
    - Undergraduate Student
    - Graduate & Professional Student
    - Medical Students
* Enter: Student Banner ID# *(enter all nine digits including any leading zeroes)*

* Enter: Student Date of Birth:

* Click on Login to continue:

**Plan Selection(s)**

* Click on Waive:

**NOTE:** If you receive an error indicating that you are not eligible nor required to waive/enroll, you may call the UHP coordinator at 314-977-5666 or email uhp@health.slu.edu for further assistance.

* Click on Yes to continue with waiver entry:

* Read Message and review Waiver Policy Terms. Check box at bottom to accept terms.

* Click on Continue:

**Current Medical Insurance Information**

* Students are strongly encouraged to load front and back image of Medical Insurance ID Card.

* Respond to all questions and enter data regarding your current (non-UHP) health insurance.

* Review Terms and Conditions and check box at bottom of page to indicate acceptance.

* Click on Continue:

**Waiver Summary**

* Review the Waiver Summary. Edit & save any necessary changes to Waiver Summary data.

* Click Submit to complete your waiver submission.

  Confirmation screen should appear after submission. Recommendation: Record Transaction #

* For accepted waivers, removal of default health insurance charge from student’s account will take 3 - 4 days business days. Aetna representatives may contact you if there are any questions or concerns with your waiver submission.
Enrollment Directions

* Open browser. **Google Chrome** is recommended:

Go to: [www.aetnastudenthealth.com/slu](http://www.aetnastudenthealth.com/slu) or directly access site thru SLU website using:

Scroll down to:

* Review info. presented on page and Scroll down and click on:

**Secure Login**

* At **Secure Login**, use pull down menu to select either **Domestic** or **International**. An International selection indicates that student is pursuing studies under a Visa.

* Next, use pull down menu to indicate **type of program**:

* Enter: **Student Banner ID#** *(enter all nine characters including any leading zeroes)*:

* Enter: **Student Date of Birth**:

* Click on **Login** to continue:
Plan Selection(s)

* To enroll **Yourself**, click **Select Plan** under **23/24 Health Plan**:

**NOTE:** If you receive an error indicating that you are not eligible nor required to waive/enroll, you may call the Student Health Plan (UHP) office at 314-977-5666 or email uhp@health.slu.edu for further assistance.

If you want to enroll **Dependents**, click **Add Dependents(s)**:

* Once selections are complete, click on **Continue**:

* For FY 23/24, SLU Student Health Plan (UHP) and Aetna have partnered to offer an **Optional/Voluntary Dental PPO plan**. The Aetna dental plan is completely separate from the medical plan. Students may elect this coverage but it is **not required**.

Payment for dental coverage will be requested upon check-out. Charges for medical coverage will continue to be billed to SLU student accounts.

**Decline Dental:** To **decline** dental coverage, just click **Continue** to bypass / skip the page.

**Enroll Dental:** To elect optional dental coverage,  
1) click **Select Plan**  
2) **Add Dependent(s)** as needed  
3) click **Continue**
**Student Information**

* Confirm/complete **Student’s** (and dependent’s) gender, name, phone, **local address**, and **SLU (@slu.edu) email** info.

* Once info. is confirmed, click on **Continue**:

**Plan Effective/Termination date(s)**

* **Select Term** of coverage desired:

The default student coverage options are:

- **Fall** 08/15 - 12/31
- **Fall/Spring** 08/15 - 05/18
- **Annual** 08/15 – 08/14

**Important: Graduate Assistants** with health insurance support should be presented coverage Effective/Start Dates options that correlate to the dates of “paid health insurance” as noted on their appointment contracts.

If the Effective/Start Dates do not correlate to your “paid health insurance” dates, contact the Student Health Plan (UHP) office at 314-977-5666 or email **uhp@health.slu.edu** to have the Effective/Start dates reviewed/updated to match your “paid health insurance” dates.

* Check terms and conditions after review:

Click **Continue**:

**Enrollment Application Summary**

* Carefully **Review** data for accuracy.

* Click **Submit** to complete your enrollment.

Confirmation screen should appear after submission. Recommendation: Record Transaction #