

NEW ENROLLMENT or REINSTATEMENT

TTOC EXTENDEND HEALTH & DENTAL

BENEFITS CONTROL / WAIVER FORM

You must complete and return this form together with the applications.

This coversheet is used by the Payroll & Benefits Office to determine which coverage you want and any coverage that you choose to waive. Please make sure all applications are dated and signed. If the attached applications are incomplete, they will be returned, and coverage may be delayed. Please print clearly or use the fillable features.

Name: _		Employee #:					
bcpseal	pplications must be submitted within 31 days and not more than 4 months from your eligibility date. Please visit cpseabenefits.ca/resources/faq/ to learn more about eligibility requirements. Benefit forms submitted after your ffective date, but within the grace period, will be backdated and premiums will be adjusted accordingly.						
	Only c	Enrollment Checklist heck the boxes that apply to your situation and submit the corresponding pages.					
	I have read the FAQ (Found	d at: https://www.sd61.bc.ca/payroll-and-benefits-gvta/)					
		m not in receipt of pay, premiums will be collected via pre-authorized debit agreement and nated after two failed attempts (NSF) to collect premiums (PAD form completed and attached)					
BCPSE	A Benefits with Pacific Blue	Cross (Policy 20061) – Complete and attach the BCPSEA Group Enrollment forms.					
Extend	led Health Care:						
	Yes, I want EHC	 I am a LATE applicant for EHC (PBC statement of health completed, signed, and attached). I understand that PBC will determine the eligibility and effective date of EHC, and I may be declined. 					
	No, I do not want EHC (Wa	iver of Coverage completed, signed, and attached)					
Denta	:						
	Yes, I want dental	 I am a LATE applicant for dental. I understand that there will be a dental expense restriction of \$250 for the first 12 months of coverage for late applications. 					
	No, I do not want dental (\(\begin{align*} \pi \)	Vaiver of Coverage completed, signed, and attached)					
		ter Victoria School District of the benefit plans and options available to me for coverage under nd options available to me, and I have applied, or waived coverage as described above.					
Date:		Signature:					
Acceptab	le signatures include: 1) Print and sig	gn in ink or 2) Save the form as a PDF and sign with a digitally drawn signature (not typed, nor a handwritten font style)					
accordan	ce with the Freedom and Protection of Pr	and will be used by School District No. 61 solely for purposes of benefit plan administration. It will be kept secure and confidential in ivacy Act. The information will also be used by the organizations that provide the benefits plans, as explained on the form that is used collection of use of this information by the School District may be addressed to: Payroll and Benefits Coordinator, Greater Victoria					

School District No. 61.



Please complete - Pre-Authorized Debit (PAD) Plan Agreement Below

I/We authorize THE BOARD OF EDUCATION SCHOOL DISTRICT 61 (GREATER VICTORIA), and the financial institution designated (or any other financial institution I/we may authorize at any time) to begin deductions as per my/our instructions for regular monthly recurring payments and/or one-time payments from time to time, for payment of all charges arising under my/our THE BOARD OF EDUCATION SCHOOL DISTRICT 61 (GREATER VICTORIA) Regular payments for the full amount of services delivered will be debited to my/our specified account on the last pay of each month (Note: for May and June where it will be every pay to cover for summer months' benefits for Teachers, TTOCs, and ASAs). THE BOARD OF EDUCATION SCHOOL DISTRICT 61 (GREATER VICTORIA) will obtain my/our authorization for any other one-time or sporadic debits.

This authority is to remain in effect until THE BOARD OF EDUCATION SCHOOL DISTRICT 61 (GREATER VICTORIA) has received written notification from me/us of its change or termination. This notification must be received at least (10) ten business days before the next debit is scheduled at the address provided below. I/We may obtain a sample cancellation form, or more information on my/our right to cancel a PAD Agreement at my/our financial institution or by visiting www.cdnpay.ca.

THE BOARD OF EDUCATION SCHOOL DISTRICT 61 (GREATER VICTORIA) may not assign this authorization, whether directly or indirectly, by operation of law, change of control or otherwise, without providing at least 10 days prior written notice to me/us.

I/We has certain recourse rights if any debit does not comply with this agreement. For example, I/we have the right to receive reimbursement for any PAD that is not authorized or is not consistent with this PAD Agreement. To obtain a form for a Reimbursement Claim, or for more information on my/our recourse rights, I/we may contact my/our financial institution or visit www.cdnpay.ca.

Employee Number:				Type of Service	: Persona
PLEASE PRINT				DATE:	
Name:					
Address:					
				Postal Code:	
Phone Number (Bus):		(Re	es):	<u></u>	
Financial Institution {	FI): AS ON FILE IN T	HE SCHOOL DISTRIC	T PAYROLL SY	STEM	
FI Account Number: <u>I</u>	N/A		Fl Transit Nu	mber: N/A	
Address:	N/A				
City/Town:		Province:		N1/A	_
		2) Save the form as a PDF and		awn signature. (not typed, nor a handwritten font sty	le)



Please return completed form to your District Benefits Administrator.

Common Law Spouse Declaration

Employee's Last Name	First Name	Initial	District #
Common law spouse name:			
Date co-habitation began:			
Common law spouse definition Employee for a continuous perio			who has been residing with the ented as the Employee's spouse.
hereby certify that my spouse r	neets the definition of con	nmon law spous	se as defined above.
			(mm/dd/yyyy)



The Group Enrolment Form complies with the requirements of the Insurers for the BCPSEA Benefits Buying Group Program and the information they require to underwrite and administer the benefit plans that are made available

Program and the information they require to underwrite and administer the benefit plans that are made available											
Group Enrolment Form											
Please return form to your District Benefits Administrator. EMAIL THIS SIGNED FORM TO benefits@sd61.bc.ca. Administrators: This form is to be completed on the date of hire or eligibility for new employees. Keep the original copy on file, as it will be required by the insurer if there is a future death or disability claim.											
☐ New applicant ☐ Reinstatemen	nt Late	(If you are submitting Late applications wil				ace peri	iod, from your eligibi	ility date yo	ır application	is late.	
Part 1: Employee and B	asic Insu	rance Informatio	n								
Employee's Last Name		First Name	Initial	ID	Number ¹				Provincia	l Health Plan Nun	nber (Care Card)
Address		E-mail Address		Bi			YY) Gender □M – Male □ F – Female □X – Another Gender □U – Prefer Not to Disclose				
Required Health Co Single-employee, Couple-employee pl		ingle □ Couple □ F	•	ndents	Required Do		Coverage: ☐ Single			•	e dependents
		or Dental are required if yo									
Dependents (Dependents include a s	spouse and/or	children)						over 21 a	nd studying	ol and student nu full-time. If child	is disabled,
First Name Initial	Last Na (if differ	me rent from Employee)	Birth date (MM/DD/YYYY)		hip Gender (M/F/X/U) Red		Required Coverage approvide docume adoption		cate "disabled" in this section and attach the roved CRA/PWD (Persons with Disability) ument. If adding an adopted child, provide date of ption. If adding a legal ward, provide court ument.		
							Health Dental		-		
						1	Health Dental				
							Health Dental				
							Health Dental				
Part 2: Spousal or Other	r Coveraç	ge									
Are you or your dependents covered for extended health	Benefit	Name of Carrier/Poli	cy#	Eff	ective Date		ID Number		Coverage		
and/or dental benefits by another	Dental								Single	Couple	☐ Family
☐ No ☐ Yes (specify)	Health								Single	☐ Couple	☐ Family
Employment type:	☐ Full-tim	ne Part-time R	etiree								
Part 3: Beneficiary Desi	gnation	N/A FOR B	CTF/GV	Co	mplete the following	ng sec	tion to appoint a l	beneficiary	for any ber	nefits payable or	your death.
Beneficiary for Basic Life/Optional applicable)	Life/Basic A	D&D Insurance (if	Date of Birth	Share of Proceeds	Relationship	Nam	ne of Trustee for Ber	neficiaries U	Inder 18	Beneficiary Stat	us ²
Last Name	First Name	Initial	(MM/DD/YY)		%					Пъ	7 x
				-	6					Revocable Revocable	
				g	6					☐ Revocable	
				ç	6					☐ Revocable	Irrevocable
Part 4: Personal Data Co	onsent										

I consent to the collection, use, and disclosure of my personal information by my Plan Sponsor/Employer or the administrator, an insurance company, or any other person or organization having any relevant information about me (collectively "the Parties") who require this information for the purpose of administering my group benefits under the plan. I authorize the Parties to obtain and exchange between them, any personal information about me, my spouse, and my dependent children for the purpose of determining benefit entitlements, and for record keeping, file identification, reporting, underwriting, procurement of health information, claims adjudication and resolution, program management, administration of the plan and other services provided from time to time. I confirm that I have obtained consent from my spouse and any dependent children over the age of majority, to disclose their personal information to the Parties as required for the administration of the plan. In the case of death, I expressly authorize my employer, the policyholder, the beneficiary, heir or liquidator of my estate to provide the Insurance companies, when required by the latter, with all the information and authorizations required for the processing of any claim(s). I hereby apply for group benefits under my Plan Sponsor's/Employer's plan and authorize any required deductions. I certify that the information given above is true and complete. A photocopy of this authorization is as valid as the original. The original enrolment form will be retained by my Plan Sponsor/Employer. Employee Signature Date Signed (MM/DD/YY) Acceptable signatures include: 1) Print and sign in ink or 2) Save the form as a PDF and sign with a digitally drawn signature. (not typed, nor a handwritten font style)

Part 5: For Plan Administrator/Employer Use Only											
Name of Employer / O	•		Employment	Тур	ре				Divis	ion	Class ³
Greater Victoria School District 61				Full-time Permanent					11	1	11
Employee's Occupation/Position ⁴				Annual Earnings			Eligibility Date: (MM/DD		O/YY)	YY) Hours Worked Per Week ⁵	
			s N/A					20			
Dental		Extended Health			☐ Life ☐ AD&D	(N/A for BCTF/GVTA - 1 Manulife)	ife provided by	□ sī	TD 🛮 L	TD (N/A for	BCTF/GVTA)
Waiting Period	Effective (MM/DD/YY)	Waiting Period	Effective (MM/DD/YY)		Waiting Period	, i	Effective (MM/DD/YY)	Waiti	ng Perio		ective M/DD/YY)

Please note that this Enrolment Form also serves for enrolling employees, of participating groups, on to the BCPVPA disability plans (LTD and STD, where applicable).

- ⁴ Employee's Occupation/Position: please choose from the following:
 - Teacher
 - Teacher Teaching On-call
 - Principal/Vice-Principal
 - Superintendent/Assistant Superintendent
 - Secretary Treasurer/Assistant Secretary Treasurer
 - Senior Manager/Director
 - Non-Unionized Support Staff (please specify)*

¹ Please provide Employee ID/Payroll number. Please, do not use Social Insurance Number (SIN) as an employee ID.

² Beneficiary Status – The Beneficiary is considered revocable (can be changed in the future) unless otherwise stated. The Beneficiary can be made irrevocable, which means that if an employee wanted to change their beneficiary in the future they would require sign-off from the current beneficiary.

³ If you have multiple classes under your plan, please indicate the class in which the employee should be enrolled.

^{*}Non-Unionized Support Staff, e.g., Executive Assistants, Speech Therapist, etc.

⁵ Hours Worked Per Week – for BCPVPA a minimum of 17.5 hours per week is required to be eligible for LTD.



Waiver of Coverage

Part 1: Employee Information					
Employee's Last Name	First Name	Initial	District #	Employee ID#	Employee Group
					TTOC
Port 2: Weisser of Coverse					
Part 2: Waiver of Coverage					
Before you sign this form, read the online				fits.ca or ask your emplo	oyer to explain the benefits
to you. You should fully understand all	the beliefits and plan fules	before warving	your coverage.		
Section A – Waiver certified by emplo		-			
I understand the benefits available to		Buying Group to	r my District an	d acknowledge that I ha	ve been given an
opportunity to apply for these bene I do not want coverage for the follo		ad Haalth hanaf	ta fam		
		ed nearm benefi	ts for:		
☐ Myself and my dependents ☐ M					
Employer – I hereby certify that: minimum employees/employers to contribute to the					lan requires
Do NOT sign here					
Employ <u>er</u> Signature			Date Si	gned	
Section B – Waiver due to coverage un	nder another plan				
☐ My dependents and I have benefits		cated in Part 3 o	f my BCPSEA I	Enrolment form. I under	rstand that we/I have the
option of having coverage under me					
☐ Myself and my dependents ☐	my dependents only f	or 🗖 Dental; Po	licy Number#_		
☐ Myself and my dependents ☐	my dependents only f	or \square Extended	Health; Policy N	Number#	
The state of the s					
Termination Date:					
If the other plan terminates, I underst	and that there are time li	mits for applyi	g for coverage	. If I apply late, or if I	apply while the other
plan is still active, I understand that d	lental coverage may be res	stricted to \$250	per person for	the first year, and/or i	
have to provide evidence of good healt	th, and the insurer may de	ecline to cover 1	ne or my depei	ndents.	
Section C – Waiver due to leave of al	osence				
☐ I am going on a leave of abser	nce/Maternity/Parental/EI C	Compassionate C	are Leave and h	nave chosen to waive co	verage under the
BCPSEA Buying Group for m					
Please list benefit coverage to be waive	ed:				
The state of the s					
Termination Date:					
I understand that if I waive long term d	isability benefits (if applica	ble) during my	eave and becom	ne disabled, the disabilit	v will not be covered
by the plan and no benefits will be paid					,
Part 3: Employee Signature					
. , , , , , , , , , , , , , , , , , , ,	ALL ALL DODG	E. D G.	, ,,	611 4 11 141	1 64 141 1
I have been offered the opportunity t rules, and I understand that if I apply					
be restricted to \$250 per person for the					
dependents are in good health. My in					
considered satisfactory.					
Employee Signature			Date Signe	ed	
Acceptable signatures include: 1) Print and s	ign in ink or 2) Save the form	as a PDF and sig	n with a digitally	drawn signature. (not type	d, nor a handwritten font style)





Complete this form if you are a late applicant

Mail: PO Box 7000, Vancouver, BC V6B 4E1 | Drop it off: 4250 Canada Way, Burnaby, BC | 604 419-2000 or Toll Free 1 877 PAC-BLUE | Fax: 604 419-2149

APPLICANTS — Please complete PART 2-7 of this application and return to enrollment@pac.bluecross.ca. If applying for Optional Life coverage, please also complete a Beneficiary Designation form. EMPLOYERS/PLAN ADMINISTRATORS — Please complete PART 1 of this application.

PART 1 — EMPLOYER/PLAN ADM	INISTRAT	OR DO N	NOT FILL IN	N PART 1 - THIS	S IS FOR TI	HE EMPLOY	ER TO C	OMPLE	TE
Policy number Name	e of company/org	ganization			Mei	mber ID number		Date of	f hire/rehire (mm-dd-yyyy)
Reason for application □ Late enrollment □ Increase coverage □ Annual re-enrollment Who is this application for □ Member □ Spouse □ Dependent(s)									
Type of insurance and amount applying for Life/Accidental death & dismemberment \$ Short-term disability \$ Member Optional Life \$ Dependent life \$ Spouse Optional Life \$ Extended health care									
PART 2 — APPLICANT INFORMAT	ION PL	JT YOUR INF	ORMATIO	N HERE					
Legal first name		Middle initial	Last name				Birthdate (mi		Gender* □ F □ M □ U □ X
Country of birth Oc	cupation			Height			Weight		
Address				City				Province	Postal code
Email				Phone number				Fax	
Physician and medical records								<u> </u>	
Please select one of the following and complete the details Below is my primary physician's inform Physician's first name	nation 🗆 I		orimary phy	ysician, but the	clinic belov	w has my rec	ords Clinic name	2	
Address				City			Province		Postal code
Email				Phone number			Fax		
PART 3 — ADDITIONAL INDIVIDUONITY only fill out part 3 if there are additional additional area.				WHERE YOU	ADD YOU	R SPOUSE A	ND/OR	CHILDF	REN
Spousal information									
Legal first name	Middle initia	l Last name		Birthdate (mm-dd-yyyy)		-dd-yyyy)	Height		Weight
Dependent(s) information									
Dependent 1		'							
Legal first name Middle initi			Last name			Birthdate	(mm-dd-yyy		ender*
Dependent 2									
Legal first name			Middle initial Last name Birtl			Birthdate	(mm-dd-yyy	·	ender*
Dependent 3									
Legal first name	Middle initial	Middle initial Last name Birthda			Birthdate	irthdate (mm-dd-yyyy) Gender*			
Dependent 4		•	,						
Legal first name		Middle initial	Last name			Birthdate	(mm-dd-yyy		ender*]F □ M □ U □ X

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^{*}F = Female, M = Male, U = Prefer not to disclose, X = Another gender

PART 4	— GENERAL DECLARATION				
				MEMBER	SPOUSE
	rou or your spouse used any form of tob ement products in the last 12 months?	□ Yes □ No	Yes □ No		
If yes,	provide details (Member)				
If yes,	provide details (Spouse)				
2. Has yo	our weight decreased more than 4.5 kg o	□Yes □No	Yes □ No		
Member	If yes, how much weight was lost?	Reason(s) for weight loss			
Spouse	If yes, how much weight was lost?	Reason(s) for weight loss			
disabi	rou or your dependents ever applied for ity? If yes, provide details.	□Yes □No	o ☐Yes ☐No		
If yes,	provide details (Member)				
If yes,					
Depe	ndents				
Fill thi □ Yes		dependents. You do not need to identify which depe	ndent.		
If yes,	provide details		_		
	— MEDICAL DECLARATION				
		ulted a physician, been treated for or have/had any k any of these questions, please consult your doctor.	nown indication of	any of the follo	owing medical
If you	answer yes to any section in question 5	5.1 and/or 5.2, please complete question 5.4.			
			MEMBER (YOU)	SPOUSE	DEPENDENT(S)
	ovascular or circulatory including vasc terol, heart attack, angina, stroke or TIA	ular disease, high blood pressure, elevated	□Yes □No	□Yes □No	□Yes □No
b) Diabe c) Gastro hepat	terol, fleat attack, angina, stroke of the tes / Endocrine disorders including Ty pintestinal conditions including stoma tis A, B, C or B carrier state), Colitis, Croh polyps, Ulcers, Hernia, GERD (acid reflux	□Yes □No □Yes □No	□Yes □No □Yes □No		

PART 5 — MEDICAL DECLARATION (contin	ued)						
			MEMBER (YOU)	SPOUSE	DEPENDENT(S)		
5.2 Within the past five years, have you had any me form or abnormal test results?	edical conditions not alre	ady mentioned on this	□Yes □No	□Yes □No	☐ Yes ☐ No		
5.3 Do you currently have a referral, testing, treatm but not yet completed, or are you aware of any attention? If yes, provide details	ent or investigation pen symptoms or problems	ding or contemplated that require medical	□Yes □No	□Yes □No	o □Yes □No		
5.4 If you answered YES to any part of question 5.1 Please use one section per condition/disorder, edisorders.							
Name of individual	Diagnosis date (mm-dd-yyyy)		☐ Same physicia:	n as in part 2.	3		
Condition/disorder			Physician name				
Medication/treatment			Address				
Recovery date (mm-dd-yyyy)			Email	F	Phone number		
Name of individual	Diagnosis date (mm-dd-yyyy)		☐ Same physicia	n as in part 2.	3		
Condition/disorder	<u> </u>		Physician name				
Medication/treatment			Address				
Recovery date (mm-dd-yyyy)			Email	Phone number			
Name of individual Diagnosis date (mm-dd-yyyy)			☐ Same physiciai	n as in part 2.	 3		
Condition/disorder		Physician name					
Medication/treatment			Address				
Recovery date (mm-dd-yyyy)			Email	Phone number			
If there aren't enough sections in 5.4, please addependent), conditions/disorders, diagnosis da	•	ur name, spo	use, or a				
5.5 Are you, your spouse or dependents taking any of medication(s) and reason below. Please use of					, provide name		
Name of individual		Medication(s)					
Dosage		Frequency					
Reason(s) for medication							
Name of individual	Medication(s)						
Dosage	Frequency						
Reason(s) for medication							
Name of individual		Medication(s)					
Dosage		Frequency					
Reason(s) for medication		I					

PART 5 — MEDICAL DECLARATION (continued) If there aren't enough sections in 5.5, please add details to the box below. Include the name of the individual (i.e., your name, spouse, or a dependent), name of medication(s), dosage, frequency and reason(s) for medication.

5.6 Please identify any biological parents or siblings of yourself and/or your spouse who before the age 60, have ever had cancer, heart or kidney disease, mental or nervous disorder or any inheritable disorder (such as Huntington's chorea or polycystic kidney disease).

INDIVIDUAL	DETAILS OF THE CONDITION
Member's parent 1	
Member's parent 2	
Member's sibling	
Member's sibling	
Spouse's parent 1	
Spouse's parent 2	
Spouse's sibling	
Spouse's sibling	

PART 6 — DECLARATION AND AUTHORIZATION

I, the undersigned, declare that the answers to the above questions and the questions on the reverse of this form are complete and accurate and form part of an application for coverage with Blue Cross Life Insurance Company of Canada (Blue Cross Life) and/or Pacific Blue Cross. The information provided herein and collected in the future as part of the application process will be kept confidential and secure. This information will be used to determine eligibility for coverage, to administer the terms of my policy, to recommend suitable products and services to me and to manage the company's business. For these purposes, I (i) authorize any physician, health practitioner, hospital, clinic, pharmacy, or other medical or medically related facility, insurance company, government or regulatory authority, the MIB, LLC, or other organization, institute or person, that has any records or knowledge of me/my child or my/their health, to give Blue Cross Life, Pacific Blue Cross or their reinsurer any such information and (ii) Blue Cross Life and Pacific Blue Cross to access and use relevant information in records that they already hold about me.

I further authorize Blue Cross Life and Pacific Blue Cross to disclose this information to each other, their reinsurer or to any third party when required to determine eligibility of the application. Medical information may also be released to my/my child's personal physician or other medical practitioner. I have received and read the enclosed notice form describing the procedures of the MIB, LLC. I authorize Blue Cross Life and/or Pacific Blue Cross, or its reinsurer, to make a brief report of my personal health information to the MIB, LLC.

This consent is valid for as long as the contract is in force unless I revoke it in writing. I understand I may revoke my consent at any time; however, if consent is withheld or revoked the coverage may be denied or rescinded. I understand why my personal information is needed and am aware of the risks and benefits of consenting or refusing to consent. If I have questions about the collection, use or disclosure of my or my dependent's personal information, I can visit https://www.pac.bluecross.ca/privacy. A photocopy of this authorization shall be as valid as the original.

Member signature X	Date (mm-dd-yyyy)
Spouse signature X	Date (mm-dd-yyyy)

PART 7 — MIB, LLC PRE-NOTICE

IMPORTANT: Please read carefully.

Information regarding your insurability will be treated as confidential. Blue Cross Life Insurance Company of Canada or its reinsurers may, however, make a brief report thereon to MIB, LLC. which operates an information exchange on behalf of insurance companies that are members of MIB Group Inc. If you apply to another MIB, LLC member company for life or health insurance coverage, or a claim for benefits is submitted to such a company, the MIB, LLC, upon request, will supply such company with the information in its file.

Upon receipt of a request from you, the MIB, LLC. will arrange disclosure of any information it may have in your file. If you question the accuracy of information in the MIB, LLC's files, you may contact the MIB, LLC and seek a correction. The address of the MIB LLC's information office is: MIB, LLC 50 Braintree Hill Park, Suite 400 Braintree, MA 02184-8734. Telephone: 1 866 692-6901. www.mib.com

Blue Cross Life Insurance Company of Canada or their reinsurer may also release information in its file to other life insurance companies to whom you may apply for life or health insurance, or to whom a claim for benefits may be submitted.