


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 361.1</b>		
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## PURPOSE

Members of the Arizona Western College District Governing Board, their spouses and dependents may elect to participate in the Arizona Western College's medical self-insured program within the following guidelines.

## PROCEDURE

### 1. Enrollment

A District Governing Board member may enroll in the College's self-insured medical/dental plan after providing satisfactory evidence of good health to the Plan Administrator at the Board Member's cost. Coverage will not be effective until the date specified by the Plan Administrator.

1.1 A spouse or dependent may be enrolled in the College's self-insured Plan only when the Board Member is also enrolled. Satisfactory evidence of good health must be furnished to the Plan Administrator at the Board Member's cost. Coverage of spouse and/or dependents will not be effective until the date specified by the Plan Administrator.

1.2 The District Governing Board member will pay the full premium for the medical and/or dental coverage. Payment must be received on or before the first day of each month for which coverage is desired.

### 2. Extended Benefit

2.1 A District Governing Board member and dependent(s) may elect to continue participation in the medical plan after completing service on the Arizona Western College District Governing Board when the board member has served at least six (6) consecutive years on the board. The board member is responsible for payment of the full premium on or before the first day of each month.

2.2 Continued participation in the medical plan is available to surviving dependents when the surviving dependent pays the premium in full on or before the first day of each month.