

## INSTRUCTIONS

Retain a copy for your records.

**Email completed form to: [student\\_verification@cooperators.ca](mailto:student_verification@cooperators.ca) and ensure your plan administrator receives a copy**

## 1. GENERAL INFORMATION

Group \_\_\_\_\_ Account \_\_\_\_\_ Certificate \_\_\_\_\_

Group Name \_\_\_\_\_

Plan Member \_\_\_\_\_  
First Name Initial Last Name

Dependent \_\_\_\_\_  
First Name Initial Last Name Date of Birth MMM/DD/YYYY

## 2. ADD/REMOVE STUDENT COVERAGE

**Add Student Coverage**

The above dependent is enrolled as a full-time student for the school year \_\_\_\_\_  
YYYY/YYYY

**Remove Student Coverage**

The above dependent has completed their education or is no longer a full-time student effective \_\_\_\_\_  
MMM/DD/YYYY

## 3. PRIVACY

**CO-OPERATORS LIFE INSURANCE COMPANY PRIVACY STATEMENT**

Co-operators Life Insurance Company is committed to protecting the privacy, confidentiality, accuracy and security of the personal information that it collects, uses, retains and discloses in the course of conducting business.

Co-operators Life Insurance Company will collect, use and disclose personal information about you, your spouse or dependents for the purposes of providing group benefit plan administration, underwriting and claim services. Only authorized personnel have access to your information, and our systems and procedures are designed to prevent the loss, misuse, unauthorized access, disclosure, alteration, or destruction of your information. Our commitment to security extends to the contracts and agreements we sign with external suppliers and service providers. Your personal information may be collected by or transferred to a service provider outside of Canada for processing, storage, analysis or disaster recovery. You can find more details about Co-operators Life Insurance Company's privacy policy at [www.cooperators.ca](http://www.cooperators.ca). If you have any questions regarding our privacy policies or about the collection, use and disclosure of your personal information, please contact: The Co-operators Privacy Officer: Priory Square, Guelph ON N1H 6P8 Tel: 1-888-887-7773 email: [privacy@cooperators.ca](mailto:privacy@cooperators.ca) (please indicate Co-operators Life Insurance Company in your inquiry)

## 4. PLAN MEMBER SIGNATURE

I have read and understood the section entitled "Privacy" and I consent to the collection, use and disclosure of my personal information for the purposes stated. I hereby apply for group benefits coverage and authorize the deduction from my pay and remittance to Co-operators any contributions required under the group benefits plan. I hereby authorize the employer, group plan administrator, Co-operators or their agents, or any other person or organization having any relevant information regarding me, my spouse or dependents to release and exchange all information necessary for the purposes of determination of eligibility for benefits and administration of the group benefits plan. I confirm I am authorized to act on behalf of my spouse and/or dependents for such purposes. I declare that the information provided is true, complete and accurate. Any copy of this authorization shall be as valid as the original.

Plan Member Signature \_\_\_\_\_ Date \_\_\_\_\_  
MMM/DD/YYYY