

04.03.03 Student Health Insurance Plan Waiver Submission Step by Step

To request a waiver of enrollment in AcademicBlue, the University of Houston System Student Health Insurance Plan, you must register online for the Language and Culture Center. After completing online registration, please wait for 3 business days before requesting a waiver.

How to Request a Waiver

Step 1. Visit lcc.myahpcare.com/waiver and select “click here to request a waiver” at the bottom. You will be directed to the sign-in page.

Step 2. Sign in with the information below and you will be directed to Student Dashboard.

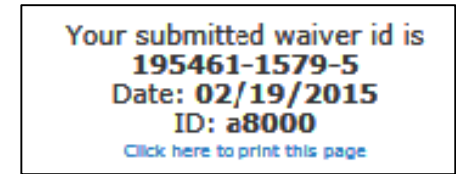
- Student ID: your 7-digit myUH ID.
- Password: your date of birth in MMDDYYYY format, e.g. 01011990.

Step 3. Click the red waiver button under “NO, I do not want the insurance.” You will be directed to the waiver form.

Step 4. Complete the waiver form and attach a copy of all documents below:

- Front and back of your alternate health insurance ID card indicating that you are a covered member.
- Complete policy of your plan, including coverage amounts, exclusions, and limitations, in English using U.S. dollars. Alternatively, submit a government-issued letter, such as Financial Guarantee, guaranteeing payment for all health care expenses.
- Medical evacuation and repatriation coverage, if any.

Step 5. Click the “Submit Waiver” button at the bottom. You will receive a waiver ID confirming your submission of a waiver request. You will also receive an email confirming receipt of your request. This email does not constitute the granting of a waiver.



How to Check Status of Your Waiver Request

Follow steps 1 and 2, and log in to your account. On Student Dashboard, find the status of your request. Academic HealthPlans (AHP) will also email you about your waiver status within 7 business days of your waiver submission.

How to Submit Additional Documents or an Appeal

If you receive an email from AHP saying they are unable to verify your alternate insurance, follow the instructions in that email to submit the required documents. If your waiver request is rejected, you may submit an appeal to AHP. The appeal must be received by AHP within 5 business days of the waiver rejection date.