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Approved by:



Name : **Lu Yew King**

Position : **Director,
Student Development &
Services Centre.**

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1.0 OBJECTIVE

The objective of this SOP is to ensure fair and un-bias systems are in place and achieve its effectiveness and efficiency for Student Insurance.

2.0 SCOPE

This scope of this SOP applies to all active current students of UTS.

3.0 REFERENCES

Nil


4.0 DEFINITIONS/ ANNREVIATIONS

UTS : University of Technology Sarawak
 SDSC : Student Development & Services Centre
 SOP : Standard Operating Procedure
 HoD : Head of Department

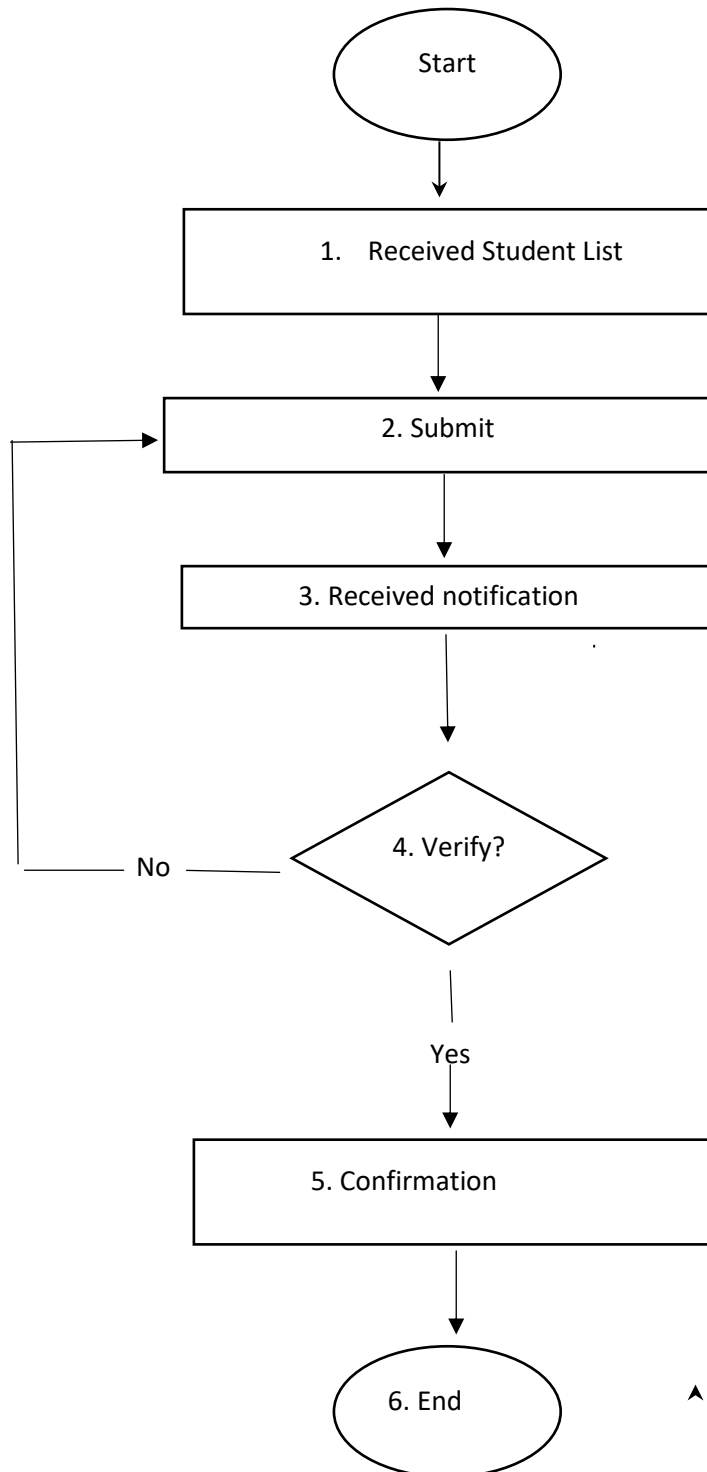
5.0 RESPONSIBILITY


5.1 The Director of SDSC is responsible to ensure that this SOP is adhered to.

5.2 SDSC staff is responsible to follow and adhere to this SOP.

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6.0 FLOW DIAGRAM OF PROCEDURE




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7.0 DESCRIPTION

No	Description	Person in Charge	Document
1	Received Student List 1.1 Received new intake student list from Finance Department for Insurance coverage purposes. 1.2 Received current intake student list from Finance Department for renewal Insurance coverage purposes.	SDSC Staff	Student List
2	Submit 2.1 Verify the student list and submit it to insurance agent's company.	SDSC Staff	Student List
3	Received notification 3.1 Received notification by email from the insurance agent company within 3 working days. 3.2 The agent company will send the list of students' names along with insurance coverage policy for verification by SDSC Staff	SDSC Staff	Student List & Insurance Brokers Coverage Policy

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4	Verify 4.1 SDSC staff will double –checked and verify the student name list provided by the agent’s company. 4.2 If Yes- SDSC staff will request a confirmation letter along with insurance policy. If No- SDSC staff will resubmit again the amended student name list to the agent’s company	SDSC Staff	Student List & Insurance Brokers Coverage Policy
5	Confirmation 5.1 The agent’s company will send a confirmation letter along with the Insurance policy.	SDSC Staff	Student List & Insurance Brokers Coverage Policy

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8.0 RECORD

No	Title/ Records	Location/ Responsibility	Retention Period
1	Student Name list	Department	1 Year
2.	Insurance Policy	Department	1 Year