



## STUDENT INTERN/PRACTICUM PROFESSIONAL LIABILITY INSURANCE ENROLLMENT FORM

Cost: \$6.22

Name of Student & ID# \_\_\_\_\_

Student Email Address \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

City, State & Zip \_\_\_\_\_

Student Phone Number \_\_\_\_\_

CWU Program Name \_\_\_\_\_ Course: \_\_\_\_\_

Activity & Dates      Activity: Internship/Practicum/Student Teaching      Start Date: \_\_\_\_\_      End Date: \_\_\_\_\_

Name of CWU Adviser \_\_\_\_\_

Name & Location of Internship Site \_\_\_\_\_

This coverage provides professional liability with limits of \$1,000,000 per occurrence with a \$3,000,000 annual aggregate limit **per school**. Coverage is limited to the insurance policy terms, conditions and exclusions. Coverage is only available to enrolled Central Washington University Students participating in an approved internship or practicum.

This summary is designed to give you a general overview of the insurance coverage. It should not be construed as a representation or legal interpretation of coverage. Contact Business Services for specific information about the program and coverage terms, conditions and exclusions.

### Enrollment & Payment Instructions:

**In-person enrollment:** Take this form and \$6.22 to the Cashier’s Office. Your certificate of insurance will be emailed to you at the email address provided on this form.

**On-line enrollment:** Email [genliability@cwu.edu](mailto:genliability@cwu.edu) or fax (509)-963-2336 the completed form to Business Services for processing. Once you have sent the enrollment form, please contact Student Financial Services/Student Accounts at (509) 963-3546 to pay the \$6.22 fee over the phone. Please ask the cashier to forward a copy of the receipt to MS-7474. Your certificate of insurance will be emailed to you at the email address provided on this form after the proof of payment is received.

### Business Services

400 East University Way • Ellensburg, WA 98926-7474 • Office: 509-963-2310 • Fax: 509-963-2336  
Kamola Hall, Room 128 • Web: [www.cwu.edu/business-services](http://www.cwu.edu/business-services)

EEO/AA/TITLE IX INSTITUTION • FOR ACCOMMODATION E-MAIL: CDS@CWU.EDU

## STUDENT INTERN/PRACTICUM PROFESSIONAL LIABILITY INSURANCE PROGRAM

**Description:** The Student Intern/Practicum Professional Liability Insurance Program insures the professional liability of enrolled CWU students who furnish professional services required as part of an enrolled curriculum, practicum, student teaching experience or internship. The student must be enrolled in a CWU course to be eligible for this coverage. Examples include teacher practicum, journalism, communication, graphic arts, criminal justice, law & justice, safety and health, wine education, construction management, network administration, family studies, public relations, food service management and recreation. Any academic department within these and similar fields should make the Student Intern/Practicum Professional Liability Insurance available to their enrolled students for purchase. The limit of liability under the policy is \$1,000,000 per occurrence with a \$3,000,000 **per school** annual aggregate. Coverage is limited to the insurance policy terms, conditions and exclusions.

**Cost & Effective Date:** The cost is \$6.22 for coverage through the duration of the annual master policy period, beginning and ending on September 1st of each year. It is the student's responsibility to make sure their premium is paid and their coverage is current. Download the form at <http://www.cwu.edu/business-services/student-internship-insurance>

**Certificate:** The student will receive a current certificate of insurance from the Business Services Office once the enrollment form and proof of payment are received. A certificate of insurance may be required by the organization at which you will be completing your practicum or internship.

**Claims:** Potential and actual claims must be reported immediately to Business Services by the student and the University department overseeing the internship placement. Business Services will notify the Office of Financial Management and the carrier of the potential or actual claim.

**Important Note:** Coverage is only available to Central Washington University Students enrolled in a CWU course. This summary is designed to give you a general overview of the insurance coverage. It should not be construed as a representation or legal interpretation of coverage. Contact Business Services for specific information about the program and coverage terms, conditions and exclusions.

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