



STUDENT INTERN/PRACTICUM PROFESSIONAL LIABILITY INSURANCE ENROLLMENT FORM

Cost: \$6.00

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 \$6.00 to the Cashier's Office.

On-line enrollment: Email 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 \$6.00 fee over the phone. Please ask the cashier to forward a copy of the receipt to MS-7474.

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

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 \$6.28 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: A certificate of insurance may be required by the organization at which you will be completing your practicum or internship. Please contact Toni.Burvee@cwu.edu if a certificate of insurance is being requested by the practicum or internship site and a certificate of insurance will be sent to you via email

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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