

Claim Procedures of Insurance for non-HKUST Persons in Student Activities Scheme

1. Incident / Accident Report Form

Event PIC to

- a) complete the incident/ accident report form with photos; and
- b) send to Student Support & Activities Team, DSTO (Room LG3005, Indoor Sports Complex via lift 6) for record **on the following working day of the incident.**



2. Insurance Claim Form

Claimant to

- a) complete the claim form;
- b) inform the Event Organizer (Student Society) via email;
- c) submit the claim form and attach the original medical expense receipt(s) to Student Support & Activities Team, DSTO (Room LG3005, Indoor Sports Complex via lift 6) for endorsement **within 10 working days from the day of occurrence**; and
- d) send the endorsed claim form to the Insurance Company.



3. Further Medical Expense Receipts

Claimant to send the original receipt(s) to Insurance Company via Student Support & Activities Team, DSTO (Room LG3005, Indoor Sports Complex via lift 6) **within 10 working days after the medical consultation/ treatment**, as appropriate.

Enquiry

If you have any questions on the Insurance for non-HKUST Persons in Student Activities Scheme, please contact Student Support & Activities Team by email to ssa@ust.hk.

Student Support & Activities Team

Dean of Students' Office

April 2019