Changes to your benefit elections

Whenever you have a life-status change, you can add or remove yourself or your family members from your applicable College benefits plans. These changes are only valid for medical, vision, dental, optional life insurance, optional accident death & dismemberment insurance and flexible-spending accounts.

Life-status changes include:
- marriage, divorce, legal separation or annulment
- birth, adoption or placement for adoption of an eligible child
- death of your spouse or covered child
- change in your spouse’s work status that affects his or her benefit
- change in your work status that affects your benefits
- change in dependent status (i.e. dependent child reaches age limit)

You must notify Human Resources within 30 days of the change. If you miss this deadline, you can only change your benefit elections during the next benefits open enrollment period.