CCI SCHOOLCARE CLAIM PROCEDURE

1. The parent/guardian must complete the Catholic Church Insurance Limited (CCI) SchoolCare Claim Form to apply for benefits and the Parents/Guardians Declaration on page 10 of the Claim form must be signed and dated.

2. All claim forms must be accompanied by written verification of the event being claimed either in the form of a doctor’s certificate or, for dental claims, a written statement from a dentist.

   A doctor’s certificate must show:
   – Name of the injured child
   – Date, nature and extent of the injury

   A dentist’s statement must show:
   – Name of the injured child
   – The treatment was due to an accident
   – The extent of the treatment
   – Any future treatment required

3. A representative of the education entity or ministry is required to complete the School/College Declaration on page 11 of the Claim Form and declare whether the child’s injury occurred whilst the child was attending school or during a school activity.

4. Upon full completion the SchoolCare Claim Form (supported by evidence of the event being claimed and the original itemised accounts or receipts for claimable expenses) please lodge with Willis Australia Limited at:

   Willis Australia Limited
   GPO Box 538
   Brisbane Qld 4001

Please do not send claim forms directly to Catholic Church Insurance (CCI).

ALL INQUIRIES REGARDING CLAIMS PROCEDURE AND THE SCHOOLCARE POLICY BENEFITS SHOULD BE REFERRED TO WILLIS AUSTRALIA LIMITED
- TAYLOR BURSTOW, ALAN D’ARCY OR CAROLINE KENNEDY ON 1800 672 721 (FREE CALL NUMBER FROM LANDLINES IN AUSTRALIA)