

Christian Brothers and Edmund Rice Education Australia
Student Personal Accident & Disability Insurance Plan

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)

The Willis logo is located in the bottom right corner of the page. It consists of the word "Willis" in a white, serif font, set against a dark blue rectangular background. This dark blue background is part of a larger horizontal bar that is orange on the left and dark blue on the right.