

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 **scan and email to insurance brokers Willis Towers Watson via the following address:**

edmundrice@willis.com

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 Towers Watson via email to edmundrice@willis.com or telephone:

1800 672 721

(a free call from landlines within Australia) serviced during the hours of 8:30am and 5:00pm (Australian Eastern Standard Time) – please ask to be transferred to a member of the WTW Brisbane office team on any of the following Extensions:

Nicola Mason	= Ext 40533
Sara Smith	= Ext 40537
Angela Hillier	= Ext 40544
Caroline Kennedy	= Ext 40546