

TO: All GCSW Students
 FROM: Virginia Cooke Robbins, LMSW-AP
 Director of Field Education
 RE: Field Practicum Professional Liability Insurance

All students are required to carry professional liability insurance in order to enroll in any field practicum courses. The Field Office sells this insurance at a cost of \$25.00 for the 2007-2008 academic year. If you wish to purchase your own insurance you may do so, providing the coverage is equivalent and a copy of the policy is submitted for review and approval. Coverage of the GCSW School policy will extend from September 1, 2007 through August 31, 2008 and will be in the amount of \$1,000,000/\$3,000,000.

In order to purchase field insurance you must sign the authorization statement below and complete the Eligibility Form on the back. Return it to the Field Office no later than **Monday, September 17, 2007** (Address is on the back). You will be billed directly by the University for this \$25.00 field insurance fee. The fee will appear on your next University billing statement.

PLEASE REMEMBER:

1. If you are currently enrolled in a field practicum course and the Field Office does not receive your insurance forms during the specified enrollment period, you may be automatically dropped from that field course and will receive no credit for clock hours already worked.
2. If you plan to enroll in ANY field practicum course during this academic year (even if you will not be in field until next summer) you must sign up for insurance coverage NOW.
3. If you have not submitted your insurance form during the specified enrollment period, you may be dropped from any field practicum course in which you try enroll during the year.

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AUTHORIZATION FOR PAYMENT OF FIELD INSURANCE FEE

I hereby authorize a \$25.00 fee for field practicum liability insurance to be charged to my University account.

Student Signature	Print Name	Date
UH ID Number		

**Field Practicum Liability Insurance
Eligibility Form**

Instructions: Please complete every question fully and return to our office:

Virginia Cooke Robbins, LMSW-AP
Director of Field Education
University of Houston
Graduate College of Social Work
Houston, Texas 77204-4013

1. Have you ever been the subject of reprimand or disciplinary action or refused admission or suspension by any court or administrative agency or ever been the subject of an ethics investigation at local, state, or national level? Yes No

If yes, please give full particulars in order for your application to be considered.

2. (a) Has any professional liability claim or suit ever been made against you, your predecessors in business or against any past or present partners? (This includes claims already on file with this office.) Yes No

- (b) Are there any circumstances of which you are aware of that may result in any professional liability claim or suit being made against you, your predecessors in business or against any past or present partners? Yes No

If yes, please give full particulars in order for your application to be considered.

- (c) Have you ever had any insurance company or Lloyd's decline, cancel, refuse to renew or accept only on special terms any professional liability insurance? Yes No
If yes, please give full particulars in order for your application to be considered.

I hereby attest that the foregoing statements are true and accurate and may be relied upon by the Company/Underwriter for the purposes of issuing this coverage.

NOTICE: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing false information, or conceals, for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime. (This notice is required by New York Insurance regulations, but may also be a crime in other states.)

Date: _____

Signature: _____

Title: _____