

# Submitting the Student Film Production Insurance Application GUIDE FOR STUDENTS

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## Sending the form to your Course Director

Once you have completed the application, the last step is to check off the box that says, “Send completed form to your course director” and enter your Course Director’s email address.

Send completed form to your course director

Please enter your course director’s email address \*

example@yorku.ca

A special link will be sent to your course director to the email address provided.

Then click the “Send Form to Course Director” button at the bottom of the page.

Send Form to Course Director

The page will refresh with a confirmation that your insurance form has been saved and will be sent to your course director for approval.

school of the arts, media  
performance & design | YORK  
UNIVERSITY UNIVERSITY

Your CMA Insurance Form has been saved.

Thank you for completing and submitting the CMA Insurance Form. Your application has been sent to your Course Director and Risk Management for review and approval.

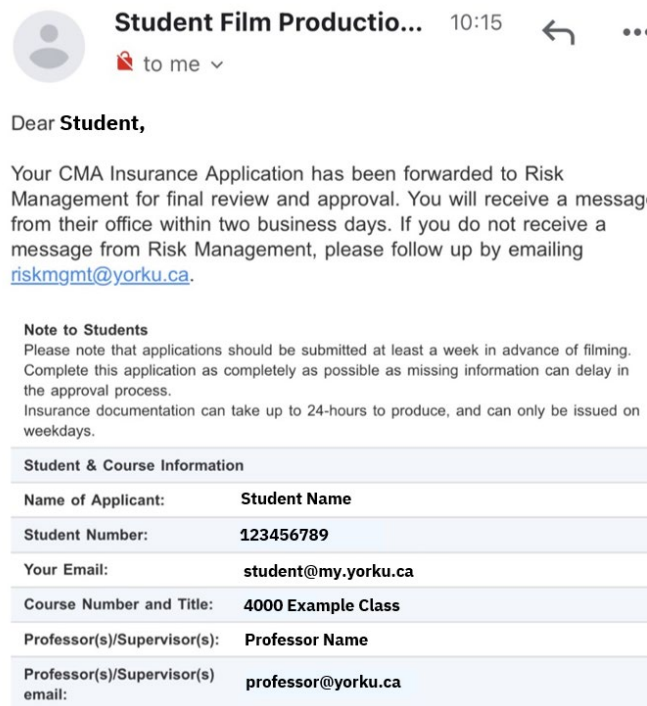
Powered by [MachForm](#)

## After Course Director approval

When your course director approves the form, it is automatically sent to Risk Management to review. You will get an email confirmation that the application has been sent to Risk Management. The email will contain a copy of your application, along with any feedback from your Course Director.

If you **DO NOT** receive this confirmation, your Course Director either 1) has not approved the application yet, or 2) has not properly submitted their approval.

Please note that your Course Director will not receive a copy of the application – you can forward them the email for their records.



## Risk Management review and approval

Risk Management receives a copy of the application for review. Risk will respond to the email address you have listed on your application with any follow-up questions as part of the review process.


If you do not hear from Risk Management within 2 business days of submitting your application, please:






- 1) Confirm that your Course Director has signed off/approved the application
- 2) Reach out to Risk Management ([riskmgmt@yorku.ca](mailto:riskmgmt@yorku.ca)) to confirm the status of the application.

Once Risk Management approves your application via MachForm, you will receive an automated email letting you know of the approval. The general conditions of insurance approval are:

- 1) To take photos of the location
- 2) To report any incidents that may result in a claim
- 3) To be responsible for deductibles for property damage

Risk may include additional approval notes in your MachForm approval as well.

Approved - **TITLE** - Student  
Film Production Insurance  
Application  Inbox 

 **Risk Management - Yor...** 10:09    
 to me 

Dear **Student Name**,

Your request for coverage by York's Insurance program has been approved subject to the following:

CONDITIONS OF INSURANCE APPROVAL:

1. Each day, for each location, the first and the last production activity is to take photographs that show all areas of the location that production staff will use or have used.
2. If and incident occurs that you suspect will result in a claim, you will send a email with incident details to [riskmgmt@yorku.ca](mailto:riskmgmt@yorku.ca).
3. The deductible for property damage is:
  - a. Damage to York owned equipment \$1,000
  - b. Damage to non-York owned equipment \$2,500

Additional approval notes: Example approval notes from Risk Management: Approval is granted on the condition that the proper permissions are obtained to film in all locations.

You will receive within the next couple of hours, via email, a letter that provides proof your production is covered by York University's insurance program. If you do not receive the email within one business day, follow up with an email to [riskmgmt@yorku.ca](mailto:riskmgmt@yorku.ca)

Please note that Risk Management will also provide confirmation of the approval of your application through any ongoing email correspondence, attaching an approval letter and any additional documents required for your production.