Submitting the Student Film Production Insurance Application GUIDE FOR STUDENTS

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.

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

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

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.
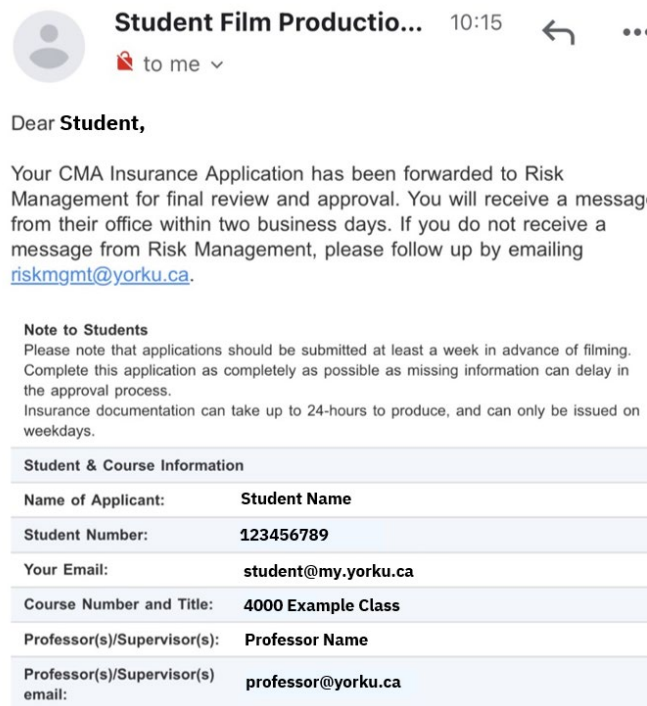
Risk Management review and approval

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) to confirm the status of the application.

Student Film Production Insurance Application: STUDENT GUIDE

YORK U

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.

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.

YORK U