

## Adding your dependents to your University of Victoria's Group Benefit Plan

### Eligible Dependents

- a) Your legal spouse or common-law partner (a common-law partner is a person who has been publicly represented as your spouse for at least one year).
- b) Any child, stepchild, legally adopted child, or legal ward of the employee who is:
  - unmarried and dependent on the employee, and under the age of 21 years (children under age 21 are **not** covered if they are working more than 30 hours a week, unless they are full-time students).
  - age 21 to 25 and in **full time** attendance at a recognized educational institute. If child is no longer a student, the coverage will cease at the end of the month of finishing school or university.
  - incapable of supporting themselves because of physical or mental disorder are covered without age limit if the disorder begins before they turn age 21, or while they are students under age 25, and the disorder has been continuous since that time.

At the time of enrollment you have the option of covering eligible dependents. Once enrolled, no further addition or deletion of dependents will be permitted without satisfactory proof of a change in marital or dependent status.

### New dependent(s)?

You must apply for dependent coverage within one month of the date of marriage, one month of common-law status or one month of acquisition (i.e. birth or adoption) of an eligible dependent.

### Benefits Office

Please contact the Benefits Office [benefits@uvic.ca](mailto:benefits@uvic.ca) for further information or to request enrolment forms for eligible dependents.

### Benefit handbooks for faculty and staff:

<https://www.uvic.ca/hr/pay-benefits/handbooks/index.php>