

Student Claims Procedures

For Accidental Death and Dismemberment Claims

Advise in writing as soon as possible:

- Name of Insured Student.
- Date of Birth
- Date of Accident
- Date of Loss
- Name and Address of Person to who claim forms should be sent.
- Type of Loss
- Cause of Loss
- Submit the above information to our claims office in Montreal at:

SSQ Insurance Company Inc.
1225, St-Charles Street West, Suite 200
Longueuil (Québec) J4K 0B9

For Medical, Accidental Dental or Miscellaneous Accident Claims

- Complete the Proof of Loss form in its entirety.
- Have the “Attending Physician’s Statement” section of the Proof of Loss form completed by the Attending Physician.
- If claim is for accidental dental expenses, complete the Accidental Dental Claim form as well as the Proof of Loss form.
- Include school declaration form confirming that the claimant is a student at the school.
- Include “Consent to collect, use and disclose personal information” form for all claims.
- If claiming for medical and / or dental expenses, submit original receipt or original invoice. Claims will not be paid based on photocopies.
- Submit all of the above to our claims office in Montreal at:

SSQ Insurance Company Inc.
1225, St-Charles Street West, Suite 200
Longueuil (Québec) J4K 0B9