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**CLAIM FORM**  
**PERSONAL ACCIDENT**

Personal Accident Plan for Students arranged by Endsleigh Insurances (Brokers) Limited

PLEASE USE BLOCK CAPITAL LETTERS USING BLACK INK AND ENSURE YOU SIGN THE DECLARATION ON THIS FORM.  
 THANK YOU FOR NOTIFYING US OF YOUR CLAIM. PLEASE COMPLETE ALL QUESTIONS - IF ANY QUESTION IS NOT APPLICABLE PLEASE STATE 'N/A'

NAME OF UNIVERSITY OR COLLEGE YOU ATTEND	POLICY NUMBER	
FULL NAME OF INSURED PERSON (MR/MRS/MISS/MS)	DATE OF BIRTH	
FULL ADDRESS (PLEASE SPECIFY IF HOME OR TERM-TIME)		POSTCODE
TELEPHONE NO. BUSINESS	TELEPHONE NO. HOME	
OCCUPATION: (STUDENT OR OTHER IF OTHER, PLEASE SPECIFY)	E-MAIL ADDRESS	
FOR SECURITY PURPOSES PLEASE PROVIDE A PASSWORD WHICH WILL BE REQUIRED TO ACCESS YOUR CLAIM INFORMATION:		

**ACCIDENT DETAILS**

Please give exact date and time when injured: DATE \_\_\_\_\_ TIME \_\_\_\_\_ am / pm

Please state:-

- (a) The date you ceased attending college: \_\_\_\_\_
- (b) The date you returned to college: \_\_\_\_\_
- (c) If you have not returned to college, on which date do you hope to do so? \_\_\_\_\_

Please state fully:-

- (a) Where the accident occurred: \_\_\_\_\_

- (b) How the accident occurred (Please state the sport being played if applicable): \_\_\_\_\_

- (c) The injuries sustained: \_\_\_\_\_

**Please refer to your Policy Summary for cover applicable to you/your student union.**

If you are claiming Temporary Total Disablement please state which part is applicable:

- (a) Unable to attend any part of your studies
- (b) Incurring extra expenses in travelling to and from college to continue studies (please note the only cover applicable for travelling to or from hospital is under Section 6, Emergency Travel Expenses)

If (a) is applicable you must have a Medical Certificate verifying the period you are unable to attend College.

If (b) is applicable you must supply receipts and travel tickets to support the claim.

If you are claiming for loss of earnings (Essential Policy and Elite Policy), please enclose proof of earnings.

If you are claiming for overnight Hospital Confinement please ensure the Hospital Statement is complete.

Emergency Travel Expenses: Please provide all relevant travel receipts

Dental Expenses: Please provide all relevant dental receipts

Physiotherapy following Broken Bones or Primary Dislocation (Elite Policy) : Please provide all physiotherapy receipts

Medical Certificate Expense (Essential & Elite Policies): Please provide a receipt from your Doctor/GP

**HOSPITAL STATEMENT ONLY TO BE COMPLETED IF CLAIMING HOSPITALISATION BENEFIT**

THIS SECTION MUST BE FULLY COMPLETED BY HOSPITAL MEDICAL STAFF OR RECORDS - ANY FEE FOR COMPLETION OF THIS SECTION IS THE RESPONSIBILITY OF THE INSURED PERSON (STUDENT)

- (a) Type of Hospital/ward: \_\_\_\_\_
- (b) Name of Doctor or Consultant in charge: \_\_\_\_\_
- (c) The dates admitted and released: ADMITTED: \_\_\_\_\_ RELEASED: \_\_\_\_\_
- (d) Was any period spent in intensive care: YES / NO FROM: \_\_\_\_\_ TO: \_\_\_\_\_
- (e) Was the patient subsequently confined to their home on medical grounds? YES / NO  
If YES, please give dates: FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
Is there any additional information that you feel is relevant? \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_  
Position held in Hospital: \_\_\_\_\_

Qualifications: \_\_\_\_\_

**Please use validation stamp or complete in block capitals:-**

Hospital Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_



Thank you for your assistance in completing this form.

**DOCTOR'S STATEMENT THIS SECTION MUST BE FULLY COMPLETED BY ATTENDING DOCTOR - ANY FEE FOR COMPLETION OF THIS SECTION IS THE RESPONSIBILITY OF THE INSURED PERSON**

Patient's Name: (Mr, Mrs, Miss, Ms) \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Please give full details of injury or if applicable details of Broken Bones or Primary Dislocation of Joint(s): \_\_\_\_\_

Final diagnosis: \_\_\_\_\_

When did the patient first receive medical attention for this injury? \_\_\_\_\_

Has the patient ever suffered with this or any similar injury before the present episode? YES / NO

If YES, please give details including dates treatment and consultation: \_\_\_\_\_

Are you the patient's usual Doctor: YES / NO

If NO please give name and address of usual Doctor \_\_\_\_\_

On what date did incapacity commence? \_\_\_\_\_

Is patient still incapacitated? YES / NO

If YES when will patient be able to return to work/studies? \_\_\_\_\_

If NO when did incapacity cease? \_\_\_\_\_

Is there any additional information that you feel is relevant? \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Qualifications: \_\_\_\_\_

**Please use validation stamp or complete in block capitals:-**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_



Thank you for your assistance in completing this form.

**ACCESS TO MEDICAL REPORTS ACT 1988** BEFORE YOUR ATTENDING DOCTOR CAN GIVE A MEDICAL REPORT ON THIS CLAIM FORM WHICH IS A REQUIREMENT OF THIS CLAIM, YOU MUST GIVE YOUR CONSENT. BEFORE GIVING YOUR CONSENT, YOU SHOULD BE AWARE OF YOUR RIGHTS UNDER THE ACT WHICH ARE SUMMARISED AS FOLLOWS:-

1. You may withhold your consent.
2. You may see the report before it is sent to us within 21 days from the date of this report.
3. You may ask to see the report for up to six months after the report is completed.
4. You may ask the doctor to amend any part of the report which you consider to be incorrect or misleading. If the doctor does not agree with your request you may attach your comments to the report.

NB: The doctor may withhold all or part of the report from you if he considers that you may be physically or mentally harmed by it.

#### PATIENT DECLARATION

Having been made aware of my statutory rights under the Access to Medical Reports Act 1988 in connection with my claim

1. I hereby consent to Chubb seeking medical information from any doctor who at any time has attended me concerning conditions which affect my physical or mental health.
2.  I **DO** wish to see the report before it is sent to Chubb  
 I **DO NOT** wish to see the report before it is sent to Chubb
3. I authorise such doctor to disclose such information to Chubb.
4. I agree that a copy of this consent shall have the validity of the original.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

#### PAYEE'S BANK DETAILS

When the claim has been approved you may have the payment credited direct to your bank account. This payment method is both speedier and safer than by cheque. If you would like to take advantage of this arrangement then please complete the following:-

Name of your Bank/Building Society: _____	Bank Sort Code (from the top right hand corner of your cheque)						
_____ <i>Bank</i>	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>						
Address _____	Account Number _____						
_____	Account Name(s) _____						
_____ <i>Postcode</i>	_____						

**DATA PROTECTION** The information that you and your medical representative have provided in the claim form and Doctor's Statement is 'sensitive data' as defined by the Data Protection Act 1988. Sensitive data includes any information about your physical and mental health. We require your consent before we can process this or any other such sensitive data that you may have already provided us with or may do so in the future.

In order to administer your claim, this information will be used by Chubb European Group SE and its group companies. It may be held on computer and or in manual files for administration, and risk assessment purposes. We may disclose your personal data and sensitive data to, and may request information from other insurance companies for underwriting, claims handling and fraud prevention purposes.

By returning this form, you consent to our processing your sensitive personal data for the above purposes. You also consent to our transferring your information to countries which do not provide the same level of data protection as the UK, if necessary for the above purposes. If we do make such a transfer we will, if appropriate put a contract in place to ensure your information is protected.

Where you have provided information about another person, you confirm that they have appointed you to act for them, to consent to the processing of their personal data, including sensitive data, to the transfer of their information abroad and to receive on their behalf any data protection notices.

**DECLARATION** I DECLARE THAT ALL THE INFORMATION GIVEN IS TO THE BEST OF MY KNOWLEDGE AND BELIEF, FULL TRUE AND CORRECT.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

#### CHECKLIST PLEASE ENSURE...

- YOU FULLY COMPLETE EVERY QUESTION **BEFORE** YOUR DOCTOR COMPLETES STATEMENT
- YOU HAVE ENCLOSED ALL REQUESTED INFORMATION/DOCUMENTATION
- YOU HAVE SIGNED THIS CLAIM FORM .
- YOUR ATTENDING DOCTOR FULLY COMPLETES THE STATEMENT

AS FAILURE TO DO SO WILL RESULT IN DELAY IN HANDLING YOUR CLAIM

Please return the completed Claim Form together with any enclosures to:-

**Endsleigh Insurance (Brokers) Limited**, Shurdington Road, Cheltenham GL51 4UE Email: education@endsleigh.co.uk

**Thank you for fully completing this claim form. After your claim has been submitted, Chubb European Group SE will correspond with you directly.**