

## **Student Claims Procedures**

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### **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.
- Receipt or invoice copies are accepted (but make sure to keep the original, in case of audit) and can be submitted by email at [claimsspgroup@ssq.ca](mailto:claimsspgroup@ssq.ca) or by mail.
- Submit all of the above to our claims office in Montreal at:

SSQ Insurance Company Inc.  
1225, St-Charles Street West, Suite 200  
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