PLEASE NOTE:

- Claim forms should be submitted no later than 30 days after the date of withdrawal.
- All mental health withdrawals will be classified in accordance with the American Psychiatric Association’s Diagnostic and Statistical Manual-DSM-V.
- Benefit payment is made to Trinity University and will be applied to the student’s account. If a credit balance is created, it will be refunded to the student.
- Claims will not be processed by DEWAR until all steps are complete.

**STEP 1: Access Claim Forms**

- Open your browser to www.tuitionrefundplan.com
- Click on College Forms

**STEP 2: Student Information Release**

- Select Page One
- Complete STEP I of the form, sign & date
- Forward the form to Student Financial Services who will facilitate completion of Step II (A & B) and submit the completed form to DEWAR. A copy of the completed form will be mailed to the student as well.

**STEP 3: Student Medical Authorization**

- Select Page Two
- Complete STEP I of the form, sign & date
- Forward the form to the attending physician seen at the time of withdrawal for completion of Step II
- The student will need to mail the completed form to:
  
  A.W.G. Dewar, Inc.
  4 Batterymarch Park
  Quincy, MA 02169-7468

If you need assistance in completing these steps, please contact DEWAR at (617) 774-1555 or trp@dewarinsurance.com.