### New Hire:
If you wish to enroll in a medical, dental and/or vision insurance plan you MUST complete the New Hire Enrollment Form within the **first 31 days of employment**. After the initial eligibility period has passed, eligible staff and their eligible dependents may choose to enroll during any subsequent **open enrollment period** or **within 31 days of a qualifying event** or other permissible event occurs to the participant (subscriber) or to his or her dependent.

### Open Enrollment:
The opportunity to make a change or enroll for the first time in a plan without a qualifying event may be made during the open enrollment period held in November with new coverage effective January 1st.

### Qualifying Events:
- Changes in legal marital status: marriage, death of spouse, divorce, legal separation or annulment
- Birth, adoption or placement for adoption of a child
- Death of a spouse or dependent
- Change in job status for you, your spouse or eligible dependent
- Covered dependent reaches the age limit for coverage, making him or her ineligible
- You, your spouse or eligible dependent moves out of or into your medical plan’s service area
- You, your spouse or eligible dependent begins or returns from an unpaid leave of absence

**The health and dental plans are self-insured plans for which Brandeis pays all claims.**