

# Enrolment

**Instructions:** The Enrolment form must be completed and signed by your school board(s) each time you sign a contract of employment or the first occasion of substitute teaching in Saskatchewan. If you have a change in your personal information, contract status and/or dependant information, please complete a **Change of Information** form, which is available at [www.stf.sk.ca](http://www.stf.sk.ca).

**Return completed form to:**  
STF Members' Health Plan  
PO Box 1944 Stn Main  
Saskatoon SK S7K 3S5

The yellow copy will be forwarded to the Saskatchewan Teachers' Superannuation Commission on your behalf.

To be Completed by School Division		
Pension Plan Membership: <input type="checkbox"/> STRP <input type="checkbox"/> STSC <input type="checkbox"/> Superannuate		
School Division Name <input type="text"/>		
School Division Signature <input checked="" type="checkbox"/>		
Date teacher meets plan eligibility requirements 20th Teaching Occurrence (DD MMM YYYY) <input type="text"/>		
Contract Status – Check (✓) all that apply	Contract Commencement Date (DD MMM YYYY)	Contract End Date (DD MMM YYYY)
	<input type="checkbox"/> Continuing	<input type="text"/> Not applicable
	<input type="checkbox"/> Temporary	<input type="text"/>
	<input type="checkbox"/> Replacement	<input type="text"/>
<input type="checkbox"/> Substitute	<input type="text"/> Not applicable	<input type="text"/> Not applicable

Member Information				
Last Name	First Name	Initial	Preferred Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Gender	Date of Birth (DD MMM YYYY)	Social Insurance Number	Teacher's Certificate Number	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home Mailing Address <input type="text"/>				
City	Province	Postal Code	Home Phone	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
School Name				School Phone
<input type="text"/>				<input type="text"/>
Have you named a beneficiary under your pension plan? <input type="checkbox"/> Yes <input type="checkbox"/> No, please mail me a form				

Dependant Information		
To be completed by teachers on a continuing, temporary or replacement contract to enrol eligible dependants in the STF Members' Health Plan and the Teachers' Dental Plan.		
<b>Spouse Information</b>		
First Name (and Last Name if different)	Date of Birth (DD MMM YYYY)	Gender
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female
If your spouse has an Employer Group Plan indicate the coverage provided.		
Health: <input type="checkbox"/> Single <input type="checkbox"/> Waived <input type="checkbox"/> Family <input type="checkbox"/> None	Dental: <input type="checkbox"/> Single <input type="checkbox"/> Waived <input type="checkbox"/> Family <input type="checkbox"/> None	Drugs: <input type="checkbox"/> Single <input type="checkbox"/> Waived <input type="checkbox"/> Family <input type="checkbox"/> None
Vision: <input type="checkbox"/> Single <input type="checkbox"/> Waived <input type="checkbox"/> Family <input type="checkbox"/> None		
Employer Name	Group Policy Number	Name of Insurance Carrier
<input type="text"/>	<input type="text"/>	<input type="text"/>
If your spouse is a teacher, please provide Member Identification Number <input type="text"/>		

Children Information				
First Name (and Last Name if different)	Date of Birth (DD MMM YYYY)	Gender	Full-Time Student?*	Mentally or Physically Disabled?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

\*If dependent child is age 21 or older, attach verification of full-time status at educational institution.

Member Authorization	
I confirm that the foregoing information is true, complete and accurate as of this date. I consent to the Saskatchewan Teachers' Federation obtaining, retaining, disclosing, exchanging and using any personal information, including personal health information, about me or my dependants ("information"), at any time, from, to or with others, including STF's affiliates, service suppliers, successors, assigns and other persons, but only for the purpose of furthering or maintaining a current or future relationship between us or between STF and such person, or as may be necessary to determine my or my dependants' entitlement to health, dental, disability, pension and group insurance benefits or any other similar service supplied to me or my dependants by STF, its affiliates or service suppliers. I agree that my consent to the foregoing is a fundamental condition of STF providing certain services to me and my dependants and may not be revoked or withdrawn. I agree to immediately notify the STF in writing of any change to the above-listed information.	
Member Signature <input checked="" type="checkbox"/>	Date signed (DD MMM YYYY) <input type="text"/>



2317 Arlington Avenue  
Saskatoon SK S7J 2H8  
Phone: 306-373-1660  
Toll Free: 1-800-667-7762  
Fax: 306-374-1122



Teachers'  
Superannuation  
Commission

129-3085 Albert Street  
Regina SK S4S 0B1  
Phone: 306-787-6440  
Toll Free: 1-877-364-8202  
Fax: 306-787-1939

The information you provide to us will be used to provide services to you and to determine your entitlement for health, dental, disability, pension and group insurance benefits. Please direct your inquiries as follows:

### Dental

- **Saskatchewan Teachers' Superannuation Commission**  
Toll free 1-877-364-8202 or 306-787-8814 in Regina

### Disability

- **Income Continuance Plan**  
Saskatchewan Teachers' Federation  
Toll free 1-800-667-7762 or 306-373-1660 in Saskatoon
- **Saskatchewan Teachers' Superannuation Disability Plan**  
Toll free 1-877-364-8202 or 306-787-6441 in Regina

### Health

- **STF Members' Health Plan**  
Saskatchewan Teachers' Federation  
Toll free 1-800-667-7762 or 306-373-1660 in Saskatoon

### Pension

- **Saskatchewan Teachers' Retirement Plan**  
Saskatchewan Teachers' Federation  
Toll free 1-800-667-7762 or 306-373-1660 in Saskatoon
- **Saskatchewan Teachers' Superannuation Plan**  
Teachers' Superannuation Commission  
Toll free 1-877-364-8202 or 306-787-8141 in Regina

### Definitions

- **Dependant Information**  
For the purposes of the STF Members' Health Plan and the Teachers' Dental Plan only:
  - **Spouse** means your legal spouse, or the person who has cohabited continuously with you in a spousal relationship for at least 12 consecutive months.
  - **Dependent child** means your natural, adopted or step-child who is:
    - Under 21 years of age, unmarried, living with you, and solely dependent upon you for support.
    - Age 21 or under age 26, dependent upon you for support and in full-time attendance at a university, college, or other educational institution providing courses at a post-secondary level.
    - 21 years of age or older and is incapable of supporting themselves because of physical or mental disability where the disabling condition began before age 21.
      - Before age 26 if the child was in full-time attendance at an educational institution and the disabling condition has been continuous since that time.

### Ongoing Enrolment Information Required

**It is critical to maintain accurate and current records for you and your dependants. If you have a change in your personal information, contract status and/or dependant information please complete a Change of Information form.**