



## Students' Association of Northwestern Polytechnic

780.539.2962 780.539.2776 sa@nwpolytech.ca nwpsa.ca

### **Opt-Out Instructions If You Have Never Registered Your Drawbridge Account**

1. Go to [nwpsa.drawbridge.ca](http://nwpsa.drawbridge.ca)
2. Click "Register or Opt-Out Here" near the login area.
3. Complete the registration form that appears on screen (first name, last name, date of birth, and student ID). Student IDs need to be 9 digits (e.g., 001234567).
4. On the next screen, enter your NWP email address and create a password.
5. A verification link will be sent to your NWP email. This link will expire, so please complete your registration within 48 hours.
6. After verifying your email, log in at [nwpsa.drawbridge.ca](http://nwpsa.drawbridge.ca) using your NWP email as the username and the password you created.
7. Complete your registration (e.g., verify contact information, mailing address, etc.)
8. Select the policy or policies you wish to opt out of (health and/or dental).
9. Upload your proof of other coverage, ensuring your name, the insurance provider's name and the policy number are visible.
10. Sign and click "Submit Opt Out" at the bottom of the page.
11. Your submission ID number will appear on the screen, and you will receive a submission verification email to your NWP email address. Keep this information for your records until the health fee has been removed from your account.
12. If you have already paid the health fee, you should see a credit applied to your student account within 10 business days of your opt-out being approved.

Alberta Health Cards are NOT sufficient to opt out of health and dental coverage. You may only opt out if you have adequate coverage through another insurance provider.

You are required to opt out each academic year that you are a full-time student at NWP. Opt-outs must be completed in the term in which you began your studies. Approved Opt Out requests are valid until August 31<sup>st</sup>.

If you paid your tuition and fees in full and want to receive a refund (rather than a credit) from the institution, please contact the NWP Registrar's Office for the required paperwork.



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[p. 780.539.2962](tel:780.539.2962) [f. 780.539.2776](tel:780.539.2776) [e. sa@nwpolytech.ca](mailto:sa@nwpolytech.ca) [w. nwpsa.ca](http://nwpsa.ca)

### **Opt-Out Instructions If You Previously Registered Your Drawbridge Account**

1. Log in to the Drawbridge portal at [nwpsa.drawbridge.ca](http://nwpsa.drawbridge.ca)
2. On the left-hand side of the home page, click "Opt Out."
3. Select the policy or policies you wish to opt out of (health and/or dental).
4. Upload your proof of other coverage, ensuring your name, the insurance provider's name and the policy number are visible.
5. Sign and click "Submit Opt Out" at the bottom of the page.
6. Your submission ID number will appear on the screen, and you will receive a submission verification email to your NWP email address. Keep this information for your records until the health fee has been removed from your account.
7. If you have already paid the health fee, you should see a credit applied to your student account within 10 business days of your opt-out being approved.

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