

## Forms to Remember

### Pre-Approval Process

- *Student Request for Board Approval (College Students)*
- *Statement of Enrollment (College Students)*
- *Confirmation of Attendance by High School (High School Students Only)*
- *Marital Status Form*

### Post-Approval Process

- *“Official” transcript from semester/quarter completed*
- *Marital Status Form*



El Paso Firemen & Policemen's Pension Fund



## Student Brochure



El Paso Firemen & Policemen's Pension Fund



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# Student Brochure

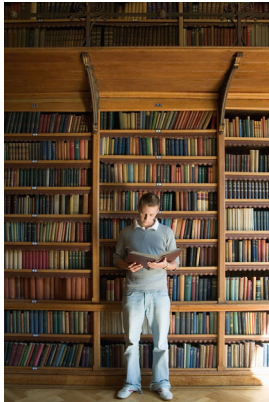
The Student Brochure contains information you will need to know to receive survivor benefits from the El Paso Firemen & Policemen's Pension Fund as a "qualified" child. Please note that it is your responsibility to ensure the Fund receives the required documentation to evaluate your eligibility for benefits. Therefore, we urge you to keep this brochure as a reference to guide you in the process.

Shortly before you attain age nineteen (19), you will receive a letter from the Fund which will advise you that your survivor benefits will be suspended on your nineteenth birthday. In order to qualify for survivor benefits beyond this age, you must meet certain criteria which are as follows:

- attend high school or an institution of higher education approved by the Board of Trustees
- be a full-time student
- be unmarried
- be under age twenty-three (23)

If you meet the criteria listed above, you will be provided with survivor benefits on a retroactive basis following a completed semester/quarter of coursework.

Let's now review the process.



## Pre-Approval Process

Prior to the start of your semester/quarter, you must submit three forms to the Fund office:

- *Student Request for Board Approval* form (This is necessary if you are attending college upon your 19th birthday or if you change the institution of higher learning that you are attending.)
- *Statement of Enrollment* form (This is requested only if you are attending college upon your 19th birthday.)
- *Confirmation of Attendance by High School* with graduation date (This is requested only if you are still attending high school upon your 19th birthday.)
- *Marital Status Form*

Upon receipt of these forms, the Fund will review the information and provide the Board of Trustees with your request. The Board will determine if the high school or institution of higher education is approved or denied, and you will be advised via a letter from the Fund of the decision. If approved, you will follow the Post-Approval Process outlined below.

If you are denied, you will not be eligible for benefit payments for the semester/quarter. Consequently, if other individuals are eligible for survivor benefits, your portion of this benefit will be paid to those eligible individuals.

NOTE: If the Fund has not received the required information after ninety (90) days from the start of the semester/quarter and other individuals are eligible for survivor benefits, your portion of these benefits will be paid to the eligible individuals.

## Post-Approval Process



Upon the completion of the semester/quarter, you must submit the following documents to the Fund for evaluation:

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- "official" transcripts reflecting the completed semester/quarter coursework
- *Marital Status Form*

Once this required information is received, the Fund will review the documents and provide retroactive benefit payments to you accordingly.

NOTE: If the Fund has not received the required documentation after ninety (90) days from the completion of the semester/quarter and other individuals are eligible for survivor benefits, your portion of these benefits will be paid to the eligible individuals.



## Continuation of Process

The Pre-Approval and Post-Approval Process will continue until you attain age twenty-three (23), become married, or are no longer a full-time student (whichever occurs first), at which time you will no longer qualify for survivor benefits.

**It is extremely important that you remember to provide the Fund with the required documentation at the start and end of each semester/quarter. Failure to submit the information on a timely basis may result in your forfeiture of benefit payments.**

To access the required forms, you may either download them from our website at [www.ElPasoFireAndPolice.org](http://www.ElPasoFireAndPolice.org) or contact the Fund office. If you have any questions on this process, you are encouraged to contact the Fund office for further information.

Please keep this document for your reference!