



The cooperative purchasing company
for independent residences

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FSILG Insurance Operations Program Overview

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FCI will perform various financial, process management and coordination activities for the Insurance Operations Program on behalf of the AILG and MIT Division of Student Life. FCI will utilize its experience communicating and working with the FSILGs, and its data management and development capacity to streamline and enhance the program.

FSILGs not insured under this program will be required by the AILG and the FSILG Office to provide proof of comparable insurance coverage to the FCI as part of this program. The service will be provided for all houses, Cooperative members or not.

Management and Coordination:

FCI will be an informational resource for the FSILGs.

FCI will facilitate communication between the FSILGs, Insurer (HRH Kirklín and Co. LLC.), and the FSILG Office (MIT Division of Student Life).

FCI will coordinate the annual insurance inspections and other activities between the FSILGs, the Insurer, and the FSILG Office.

FCI will handle the billing and collecting from the FSILGs through SAP and its own internal systems.

FCI will provide notification and reporting to the FSILG Office of insured status.

FCI will provide yearly, or as necessary, hard copies of the insured status and certificates of insurance to the FSILGs and the FSILG Office.

Claim Handling:

The FCI will assist a FSILG in navigating the claims process with Kirklín but will not act as a representative of the organization or Kirklín. The FCI is an informational asset in this process.

Contract Coordination and Negotiation:

FCI has been authorized by the AILG Insurance Committee to coordinate contract negotiations, renegotiations, and evaluate any proposed contractual agreements and or changes in terms as a representative of the FSILGs.

Billing Process:

MIT is the issuing agent for the payment to the Insurer and then the FCI will inform each FSILG of the amount owed. Each FSILG will then credit the FCI within 30 days of billing and FCI will in turn credit MIT internally through the SAP system.

The 2007 – 2008 invoices and supporting documents are posted in your lockers and available for pickup from the FCI.