



Protocol for Student Internship Liability Insurance

Effective Summer 2018, Department of Criminal Justice student interns are required to purchase professional liability insurance. *The cost of insurance coverage is \$15. Insurance receipts are due the first week of school each semester, prior to drop/add period.* Students who fail to purchase insurance will be unable to complete an internship for the specified semester. The insurance fee is non-refundable. Proof of insurance and coverage will be maintained by the NCCU Department of Auxiliary Services. This insurance coverage must be purchased prior to students starting an internship.

Summer 18: End of drop/add deadline is May 29th, 2018

Fall 18: End of drop/add deadline is August 13th, 2018

On-Campus Student Process

1. The Student Intern should report to the Bursar's Office (**Office Location** - Hoey Administration Building, Room 12, Basement floor) and provide the cashier with the below information:

- **Student's last name**
- **Fund Code: 300101**
- **Organizational Code: 10724**
- **Account #: 501900**
- **Program Code: 101**

***Accepted methods of payment are Visa, MasterCard, cash, money orders, and checks**

2. Students should obtain a receipt from the Bursar's Office. The student should take the receipt to Ms. Tameka Vaught located in the Albert C. Whiting Criminal Justice Building room 306.
3. Ms. Vaught will make a copy of the student's receipt from the Bursar's Office to validate the purchase made. The receipt will be filed in the Department of Criminal Justice.

Off-Campus Distance Education Student Process

1. The Student Intern should call the Bursar's Office at 919-530-6014 or 919-530-6209 and provide the cashier with the below information:

- **Student's last name**
- **Fund Code: 300101**
- **Organizational Code: 10724**
- **Account #: 501900**
- **Program Code: 101**

***Accepted methods of payment are Visa, MasterCard, cash, money orders, and checks**

2. Students should obtain a receipt number from the Bursar's Office. The student should email the receipt number to Ms. Tameka Vaught at tvaught1@nccu.edu.
3. The receipt number will be filed in the Department of Criminal Justice.