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**TO:** Parents/Guardians, Teachers and Staff of St. Thomas More Catholic School

**SUBJECT:** iPad Insurance

St. Thomas More Catholic School is using Worth Ave. Group to insure school issued iPads. There are many important things to know regarding this laptop insurance policy.

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**The insurance policy from Worth Ave. Group will protect the iPad against:**

- Accidental Damage
  - Drops/Cracked Screens
  - Liquid Spills
- Theft
- Fire - Flood - Natural disasters
- Vandalism
- Power surge due to lightning

The iPad is protected worldwide and is provided with replacement cost coverage

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**The iPad Insurance Policy Provides Worldwide, Replacement Cost Coverage:**

The iPad insurance policy will insure the iPad worldwide allowing the iPad to be covered on or off school grounds. It also provides replacement cost coverage meaning it will be repaired or replaced at the current cost to replace the item with a like unit with like features minus the deductible.

**Important Information Regarding Claims:**

1. The iPad will not be covered for: a manufacturer defect, natural wear and tear, and/or if you lose the iPad. If you knew where the iPad was and it is now missing you have to assume it was stolen/taken by someone else.

2. It is your responsibility to make sure a potential claim is reported to Worth Ave. Group. Claim forms can be found by going to [www.worthavegroup.com](http://www.worthavegroup.com). Click on the "Report A Claim" link which can be found by putting your cursor over the word "Claims" located near the top of the home page. You will then be taken to a page that will allow you to download the claim form you need. Make sure you reference the "Claims Checklist" which is located just above the claim form links. The "Report A Claim" link should take you to this link: <http://www.worthavegroup.com/report-claim>.

**A. Theft of a unit:** File a police report and obtain a copy of the police report. Complete our claim form and send it to our claims department along with a copy of your police report.

**B. Accidental damage to a unit:** Complete our one page claim form and submit it to our claims department. Once the claims department receives your claim form they will contact our iPad repair vendor named iResQ. iResQ will contact you to collect your deductible (\$50) and will send you a box with a prepaid overnight shipping label. Once you receive this box you will then overnight the iPad to iResQ. Once the repairs are made iResQ will ship the iPad back to you and iResQ will invoice us for the repairs and shipping. We will then follow up with iResQ to pay the invoice. If the iPad is not repairable a claim check will be issued directly to the school.

**C. Vandalism of a unit:** File a police report. Complete our one page claim form and send it to our claims department along with a copy of the police report. We will then follow the steps listed above for 'accidental damage' claims to repair the vandalized iPad.

3. Once you have completed your claim form please send it to us by email at [claims@worthavegroup.com](mailto:claims@worthavegroup.com), fax to 405-708-5240, or mail to Worth Ave. Group, 1401 S. Western, Stillwater, OK 74074.

4. For each claim that you report the parent/guardian, teacher or staff member is responsible to pay a \$50 deductible. This deductible was determined by the policy selected by St. Thomas More Catholic School.

5. For any claim that you file with us you must notify the proper school representative. Please explain to them in detail your reason for filing a claim with us.