

Business Office

CERTIFICATE OF INSURANCE REQUEST (COI Request)

*** indicates required fields

~~Name~~ Submitter Name (SEU Employee)

First

Last

~~Email~~ SEU Email

Certificate Holder's Information

Official Company Name *

Example: All Saints Academy

Complete Company Address *

Example: 5001 State Road 540 West

Street Address

Example: Unit A-203

Address Line 2

Example: Winter Haven

City

Example: FL

State / Province / Region

Example: 33880

ZIP / Postal Code

Country

Could you break these out into three questions?

Contact Full Name

Email Address

Company Phone Number

Company's Contact Name & Email Address (~~for Renewal COIs on December 1~~) *

Example: Martin Smith, mm@allsaints.com

Purpose of the COI (Event or Activity Description) *

Example: The baseball team will use All Saints Academy's facility for baseball practice.

Dates of Coverage Requested (Insurance Coverage Start and End Date) *

Example I: October 11, 2022, through May 31, 2022 | Example II: December 1, 2021, through November 30, 2022

Use the policy year if there is no start and end date. Policy years begin on December 1 and end on November 30.

Contract/Agreement

Is this COI request related to a contract/agreement?

Yes or No

 No file chosen

Max. file size: 10 MB.

If Yes, then make the contract/agreement field required

If No, then the contract/agreement field is not required

If this COI is related to a contract or agreement, please attach a copy of the contract or agreement.

~~Date Completed COI~~ *

Date COI is required by

mm/dd/yyyy

Is the entity asking SEU to name their entity as an additional insured? *

☐ Yes☐ No

Southeastern University
1000 Longfellow Blvd
Lakeland FL, 33801
p. 863.667.5000



@seuniversity

LATEST TWEET

We had such an amazing time at Homecoming this past weekend! It's always so special to welcome our alumni back to c...

<https://t.co/OUcUFTbCit>

14 Minutes Ago @seuniversity

Contact Us | Privacy Policy

[Facebook](#) [Twitter](#) [Instagram](#)
[Spotify](#) [YouTube](#) [Vimeo](#)