## Student Personal Accident Expense Form



Important note: Please make sure that the information you give is as clear and complete as possible.

You must enclose copy receipts with this claim form.

All sections of the claim form need to be completed.

1.) ETB Details

ETB Name

Please complete in BLOCK CAPITALS or on-line save and print.

Completed forms should be scanned or photographed and emailed to: claims@ipb.ie

Name of School		
Address		
Telephone No		
School email Address		
2.) Injured Student Details and parent/guardian details		
Student's Name:		
Address:		
F: 1	A	
Eircode: Parent/Guardian name:	Age at time of accident:	
Phone No:		
Parent/guardian email address:		
Location of accident:		
Date of accident:	Time of accident:	
Nature of injury:		
Did injured student require medical treatment? Yes N	o Total cost of Medical Expenses €	
Are injuries ongoing? Yes No		
If 'Yes', please give further details:		
If 'Yes', state the name and address of the doctor/hospital:		

This should include the nature of the activity in which the injured student was engaged when the socident occurred:  Name and phone number of the person to whom the accident was first reported:  Date: By whom:   ### Health Insurance Payments  Have you claimed or do you plan to claim any of the above expenses under another insurance policy Yes No If Yes', please provide details:    Payment details (payment will be sent to this account unless otherwise requested)	3. Accident Details		
A. Health Insurance Payments  Have you claimed or do you plan to claim any of the above expenses under another insurance policy  Yes No  If Yes', please provide details:  5. Payment details (payment will be sent to this account unless otherwise requested)  Please state the amount you are seeking to recover from IPB €  Please complete to allow benefit payments to be made via EFT  Name on Bank Account:  Name of Branch:  Branch Address:	This should include the nature of the activity in which the injured student was engaged when the accident occurred:		
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IBAN:			
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6 Data Protection Notice	6.) Data Protection Notice		

IPB Insurance (IPB) is committed to protecting your personal information. IPB Insurance is a data controller and is required to comply with the Data Protection Acts 1988 – 2018 and the General Data Protection Regulation. The information that you provide ('data') will be used for the administration of your policy and/or any claims made on the policy. Data is at all times treated as confidential and the appropriate measures are taken to ensure it is secure. A copy of our Data Protection Notice can be found on our website www.ipb.ie. The notice explains why we collect and use your data, who we share your data with, your data protection rights, how long we retain your data for, where your data is located and what to do if you have any data protection complaints. If you would like to receive a copy of the Data Protection Notice you can email dpo@ipb.ie or write to IPB Insurance, 1 Grand Canal Square, Grand Canal Harbour, Dublin D02 P820.



I/We hereby declare that the statements on this form and the information provided in addition are true and complete, to the best of my/our knowledge and belief.

Signature: Date:

Signature may be typed if form is completed online

## How to make a Claim

Claim forms may be printed and completed in writing or completed in soft copy.

If you do not have access to a scanner, a clear photo of the form and receipts is also acceptable via email.

Claims may also be submitted in paper form, however this may result in delays in processing.

A scanned copy of the form and receipts should be emailed to: claims@ipb.ie

Please email the form from your own email address which will be used for corresponding with you and confirming when the payment has issued.

To assist in claim processing please ensure claims are submitted via email.

Email: claims@ipb.ie

IPB Insurance, 1 Grand Canal Square, Grand Canal Harbour, Dublin D02 P820, Ireland.

Tel: 016395500



