



**BUFFALO STATE**  
The State University of New York

**Comptroller's Office**  
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**MEMORANDUM**

**TO:** Affiliate/Internship Site

**FROM:** James A. Thor  
Associate VP and Comptroller

**DATE:** January 29, 2020

**SUBJECT:** **Affiliation Agreement and Student Liability Insurance**

The purpose of this memo is to inform you that in order for SUNY Buffalo State (campus) students to be covered under the State University of New York liability insurance policy, an affiliation agreement is required to be in place between the campus and the clinic or internship site.

The liability insurance policy will cover students in a clinical or internship program who are named as a party of legal action arising from their participation in a program that meets the criteria of the State University of New York. Specifically, this policy will pay those sums that the student becomes legally obligated to pay as a result of "bodily injury" or "property damages." This policy will pay for out-of-pocket costs associated with any legal actions.

The campus has boilerplate affiliation agreements for students in clinical and non-clinical settings. These agreements have been approved by University Counsel. The agreement must be in place prior to the student beginning his or her clinical or experience-based work.

Student liability insurance does not apply to all disciplines. The provision of coverage is solely at the discretion of the insurance company based on geographic location and the underwriter's assessment of risk. We can only obtain Certificates of Insurance (COI) for the approved disciplines. However, the list of approved disciplines does change periodically, and disciplines can be added. If a discipline is not on the list, an affiliation agreement is not required.

If everything is in order, please sign the affiliation agreement and return it to your Internship Coordinator at the campus. Once the signed affiliation agreement is received by the Comptroller's Office, a request will be made to SUNY for a Certificate of Insurance, naming the affiliated site as an additional insured. After the Certificate of Insurance is in place, this office will send the Internship Coordinator a fully-executed agreement for distribution to the affiliate.

Please initiate any questions with your Internship Coordinator at SUNY Buffalo State.

Thank you.