

## **MEDICAL AND TRAVEL INSURANCE POLICY INTERNATIONAL STUDENTS**

**WRITER:** Anton Heyns

**DATE:** March 2019

### **RATIONALE:**

Reignier Catholic School has developed a Medical and Travel Insurance Policy

- To ensure the safety, well-being of the students studying at Reignier
- To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2016) (The Code of Practice).

### **Policy Requirement Advice**

1. All students are required to have appropriate and current medical and travel insurance for the duration of their planned study, as specified in The Code of Practice.
2. The education provider shall advise all prospective students of the standard wording as set out in the Code of Practice, and provide information on the education provider's medical and travel insurance requirements.
3. Students purchasing insurance through a New Zealand insurer should purchase insurance cover at the time of fee payment and before they leave their home country.
4. Where insurance is provided from a New Zealand company policy details should be provided in the student's first language where possible.
5. In the case of overseas policy providers students must provide Reignier with the policy details in English before the payment of fees to Reignier.

### **Verification of Policies**

Code of Practice requirement

Section 7.4 *When enrolling international students, signatories must ensure that international students have appropriate and current medical and travel insurance for the duration of their planned period of study*

Verification of policies will be undertaken prior to enrolment.

As part of the verification process, Reignier shall ensure that:

- The insurer/re-insurer is a reputable and established company with substantial experience in the Travel Insurance business, and has a credit rating no lower than A from Standard and Poors, or B+ from A M Best.
- The Insurer is able to provide emergency 24-hour, 7 day per week cover.

- Students have a “certificate of currency” and policy wording from the Insurance company stating that the student has purchased the cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insured, repatriation benefits etc.

Where a student is not in possession of an appropriate and current medical and travel insurance policy Reignier undertakes to:

- Advise the student of the medical and travel insurance requirement.
- Provide the student with a default policy which meets the requirements of the Code of Practice Guidelines. The cost of the insurance will be met by the student.

### **Recording of Policy Details**

For each student Reignier shall record the:

- a. Name of the Insurer
- b. Policy number
- c. Policy start and end dates.

### **Policy Renewals**

For each student, prior to the expiry of their medical and travel insurance policy, Reignier shall issue a written reminder to the student advising that policy renewal must be completed.

### **Policy Review**

This policy will be reviewed by

Anton Heyns

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Name

Principal

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Designation

March 2019

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Date