

# Long Bay Primary School Medical and Travel Insurance Policy for Foreign Fee Paying Students



NAG 6

## Rational

Long Bay Primary School has developed a Medical and Travel Insurance Policy

- To ensure the safety and well-being of the students studying at Long Bay Primary.
- To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2003) (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. Organisation of and payment for the medical and travel insurance is not the responsibility of the school.
3. 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.
4. 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.
5. Foreign Fee Paying students must provide Long Bay Primary School with the policy details in English before the payment of fees.

## 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, Long Bay Primary School shall do their best to 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 working 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 Long Bay Primary School 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 Long Bay Primary School shall record the:

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

### Policy Renewals

It is the responsibility of the parents to keep the student's medical and travel insurance policies current and to inform the school when it has been renewed.

### Policy Review

This policy will be reviewed at least every three years

### Approval

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it can be made except with approval of the Board. A copy of this policy is to be included in the School Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

<b>Date:</b> 2015 <b>Next Review:</b> 2018	<b>APPROVED BY:</b>	
	<b>PRINCIPAL</b> <i>L. Boston</i>	<b>CHAIRPERSON</b> <i>A. [Signature]</i>