

<b>BHBI School</b>	<b>Procedure</b>
<b>Int Students Medical &amp; Travel Insurance</b>	<b>NAG 6</b>

### **Rationale:**

Blockhouse Bay Intermediate School has developed a Medical and Travel Insurance Policy;

1. To ensure the safety, well-being of the students studying at Blockhouse Bay Intermediate School.
2. To ensure compliance with the Ministry of Education 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 Medical and Travel Insurance to and from countries and for duration of stay in NZ, as specified in the Code of Practice.
2. The school shall advise all prospective students about Medical and Travel Insurance requirements in the standard wording in the international students handbook and with the Offer of Place letter. An Insurance Policy will be recommended by the school and sent to the group organiser.
3. Students purchasing insurance through a New Zealand insurer should purchase insurance cover at the time of fee payment and before they travel to study at Blockhouse Bay Intermediate.
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 Blockhouse Bay Intermediate with the policy details in English at least one month before the students travel to New Zealand.

### **Verification of Policies**

Blockhouse Bay Intermediate must verify groups are in receipt of an acceptable Medical and Travel Insurance policy.

Verification of policies will be undertaken by the International Unit prior to enrolment.

1. As part of the verification process, Blockhouse Bay Intermediate 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 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 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**

Blockhouse Bay Intermediate 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 Blockhouse Bay Intermediate 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, Blockhouse Bay Intermediate shall issue a written reminder to the student advising that policy renewal must be completed.

Reviewed 18<sup>th</sup> September