

Long Bay Primary School

Medical and Travel Insurance Policy for International Learners

NAG 6

Long Bay Primary School ("the School") is an approved signatory to The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021 ("Code of Practice"). The code sets out the requirements that education providers must meet for the wellbeing and safety of their learners.

Please click [here](#) for a copy of The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Rationale

The School has developed a Medical and Travel Insurance Policy to:

- Ensure the safety and well-being of the International Learners studying at Long Bay Primary,
- Ensure compliance with The Education (Pastoral Care of Tertiary and International Learners) Code of Practice 2021.

Policy Requirements

- All International Learners must have current medical and travel insurance for the duration of the planned study, as specified in the Code of Practice.
- Organisation and payment of medical and travel insurance is not the responsibility of the School.
- The School will advise all prospective International Learners of the standard wording, as set out in the Code of Practice, and provide information on the School's medical and travel insurance requirements.
- International Learners purchasing medical and travel insurance through a New Zealand insurer should purchase insurance cover at the time of the fee payment and before they leave their home country.
- International Learners must provide the School with a copy of the Policy in English before payment of the fees.

Verification of Policies

- When enrolling International Learners, the school must ensure that International Learners have the appropriate current medical and travel insurance for the duration of their planned period of study.
- Verification of insurance policies will be undertaken prior to enrolment.
- As part of the verification process, the School will do their best to ensure that:
 - The insurer/ re-insurer is a reputable and established company with substantial experience in the travel business and has a Financial Strength rating between AAA (Extremely Strong) to BB (Marginal).
 - The insurer is able to provide emergency 24 hour, 7 days a week cover.
 - International Learners have a "Certificate of Insurance" and policy wording from the insurance company stating that the International Learner has purchased cover for the duration of the planned period of study. The certificate and policy wording must also detail medical sums insurance, reparation benefits etc.

Where the International Learner is not in possession of an appropriate current medical and travel insurance policy the School undertakes to:

- Advise the International Learner's parents or Agent of the medical and travel insurance requirements.
- Advise the International Learner's parents or Agent, the name of an insurance company they could contact to arrange insurance. The cost of the insurance will be met by the International Learner's parents.

Recording Policy details

For each International Learner, the School will record the:

- Name of the Insurer
- Policy Number
- Policy start and end dates

Policy Renewal

It is the responsibility of the parents to keep the International Learners medical and travel insurance policy current and to inform the School when it has been reviewed.

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 the approval of the Board.

A copy of the Policy is to be included in the Schools Policy Manual, a copy of which shall be available to all staff, and to students and parents at their request.

Date 5/9/22	Approved by:  Rob Hutton (Principal)	Approved by:  Autum Facer (Presiding Member)	Next Review:
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