



RATIONALE:

Botany Downs Secondary College [the College] has developed a Medical and Travel Insurance Policy:

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

PROCEDURE:

1. All students are required to have appropriate Medical and Travel Insurance as specified in The Code of Practice.
2. The College shall advise all prospective students about Medical and Travel Insurance requirements in the standard wording in the Offer of Place. The College's Insurance coverage expectations will be sent to the student's representative or legal guardian together with a policy recommended by the College.
3. Students purchasing insurance via the College through a New Zealand insurer will have their policy purchased at the time of fee payment to commence before they are due to depart their home country and to expire after they return to their home country.
4. Where insurance is provided via the College through a New Zealand company policy details will be provided to students on request.
5. In the case of overseas policy providers, students must provide the College with the policy details in English before the student is issued with an unconditional offer.

VERIFICATION OF POLICIES:

The College must verify students are in receipt of an acceptable Medical and Travel Insurance policy.

Verification of policies will be undertaken by the Director 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 an A from Standard & Poor's (S&P), or B+ from A M Best.
- The Insurer is able to provide emergency 24-hour, 7 days 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.
- A schedule of Benefits equal or greater to :
 - a. Medical & Evacuation including Repatriation: unlimited or greater than one million New Zealand Dollars
 - b. Parent travel to New Zealand fifteen thousand New Zealand Dollars
 - c. Return of Mortal Remains twenty five thousand New Zealand Dollars

Where a student is not in possession of an appropriate and current medical and travel insurance policy the College 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 the College shall record the:


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

POLICY RENEWALS:

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

Review schedule: Annually

	New/Reviewed	Next Review Date
Initial table of document	October 2008	
Annually thereafter	July 2016	June 2017
	February 2017	June 2018

Chairperson Signature	
Date	25 June 2018