

MEDICAL AND TRAVEL INSURANCE POLICY FOR INTERNATIONAL STUDENTS

Taratahi Agricultural Training Centre QMS Component

Category:	International	Policy Number:	QMS 26
Title:	Medical And Travel Insurance Policy For International Students	Date of Approval:	12 Oct 2006
Prepared by:	Education Delivery Manager	Date of Last Revision:	30 th July 2010
Authorised by:	Taratahi Board	Next Review Date:	June 2011

1. PURPOSE

Taratahi Agricultural Training Centre undertakes to comply the Ministry of Education Code of Practice for the Pastoral Care of International Students.

As part of this code:

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.

Taratahi Agricultural Training Centre has developed a Medical and Travel Insurance Policy

POLICY OBJECTIVES

- To ensure the safety and well-being of the students studying at Taratahi Agricultural Training Centre
- To ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (2003) (The Code of Practice).

2. ORGANISATIONAL SCOPE

This policy relates to all international students and related parties.

3. DEFINITIONS

4. RESPONSIBILITIES

The Education Deliver Manager has day to day responsibility for this policy.

5. THE PROCEDURE

5.1 All students are required to have appropriate and current Medical and Travel Insurance as specified in The Code of Practice.

5.2 The standard wording in Section 5.3 of The Code of Practice will be used in all promotional and website material available to international students and/or parents to advise them of the requirement for all students to obtain appropriate

and current Medical and Travel Insurance. Students and/or parents will also be advised of this requirement in the Offer of Place letter.

- 5.3 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 Taratahi Agricultural Training Centre
- 5.4 Where insurance is provided from a New Zealand company policy details should be provided in the student's first language where possible. Taratahi Agricultural Training Centre can provide assistance with finding New Zealand insurance companies, if requested.
- 5.5 In the case of **overseas policy providers** students must provide Taratahi Agricultural Training Centre with the policy details in English at least one month before the students travel to Taratahi Agricultural Training Centre

6. VERIFICATION OF POLICIES

Verification of policies will be undertaken by the Education Delivery Manager prior to enrolment.

- 6.1 As part of the verification process, Taratahi Agricultural Training Centre will 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.
- 6.2 Where a student is not in possession of an appropriate and current medical and travel insurance policy Taratahi Agricultural Training Centre undertakes to:
 - a. Advise the student of the medical and travel insurance requirement.
 - b. 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.

7. RECORDING OF POLICY DETAILS

For each student Taratahi Agricultural Training Centre shall record the:

- Name of the Insurer
- Policy number
- Policy start and end dates
- Type of cover offered

8. POLICY RENEWALS

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