

# Rangiora High School Board of Trustees



## Procedural Policy: Travel and Medical Insurance– International Students

### Rationale

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Rangiora High School is committed to ensuring the safety and wellbeing of the students studying at Rangiora High School in compliance with the NZQA's Education (Pastoral Care of International Students) Code of Practice 2016

### Purpose

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All international students or members of short term groups are required to have Medical and Travel Insurance, as specified in the Education (Pastoral Care of International Students) Code of Practice 2016, from the day of departure and arrival from/to their country of origin, and for the duration of their planned study

### Guidelines

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1. Rangiora High School will advise all prospective students/groups of the standard wording as set out in the Education (Pastoral Care of International Students) Code of Practice 2016 and provide information on our provider's medical and travel insurance requirements
2. Insurance may be purchased in the student's country of origin or through Rangiora High School's provider. A copy of an insurance policy recommended by the school will be sent to the student or group organiser.
3. Groups may have combined Medical and Travel Insurance on one policy, however separate policies are permitted
4. If the insurance is purchased in the student's/group's country of origin, a copy of the insurance policy purchased must be forwarded to Rangiora High School prior to the arrival of the group. This copy must be in English.
5. Students/Groups purchasing insurance through Rangiora High School's provider should purchase insurance cover at the time of fee payment and before they travel to Rangiora High School.
6. Where insurance is provided through Rangiora High School's provider, details will be provided in the student's/group's first language.

7. If a student/group arrives without insurance, Rangiora High School will undertake to purchase insurance which meets with the Education (Pastoral Care of International Students) Code of Practice 2016 Guidelines, the cost of the insurance will be met by the student/group.
8. The International Administrator will be responsible for sighting and photocopying all insurance policies. For each student/group the International Administrator will record the name of the insured, policy number, and policy start and end dates.
9. The Director of International Students will be responsible for verifying the insurance policy and ensuring that:
  - The insurer is a reputable and established company and has a credit rating of no lower than A from Standard and Poor, or B+ from A M best.
  - The insurer is able to provide emergency 24-hour care, seven-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 wording must also detail medical and related expenses including evacuation, repatriation benefits, cancellation; luggage and personal effects; misses transport connection; death and disablement by injury and personal liability

## **Related Policies**

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- Grievance and Complaints Policy
- Fee Protection Policy - International Students
- Agents Policy – International Students
- Refunds and Cancellations - International Students
- Managing Supervised Group Policy – International Students
- Accommodation Policy – International Students
- International Students Policy

## **Relevant Documentation and Legislation**

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- Application and Contractual Agreement
- The Education (Pastoral Care of International Students) Code of Practice 2016  
<http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>
- Education (Pastoral Care of International Students) Code of Practice 2016 Guidelines  
<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/school-guidelines-code-of-practice.pdf>
- International Students Dispute Resolution Scheme 2016  
<http://legislation.govt.nz/regulation/public/2016/0042/latest/whole.html#DLM6748772>
- International Student Wellbeing Strategy, Ministry of Education  
<https://www.education.govt.nz/assets/Documents/Ministry/Strategies-and-policies/internationalStudentWellbeingStrategyJune2017.pdf>
- Education Act 1989  
<http://www.legislation.govt.nz/act/public/1989/0080/latest/whole.html#DLM175959>

<b>Date of Review</b>	2018
<b>Date of Next Review</b>	2021
<b>Adopted by BOT</b>	<b>12 December 2018</b>