



ST THOMAS'S
SCHOOL

#13 N.A.G FIVE: - Health and Safety

Medical and Travel Insurance Policy for International Fee Paying Students

To ensure the safety, well-being of the students studying at St Thomas's School, to ensure that the school is protected in the event of an emergency and to ensure compliance with the Ministry of Education's Code of Practice for the Pastoral Care of International Students (Revised 2010) (The Code of Practice).

Guidelines

1. All students are required to have appropriate and current medical and travel insurance for the duration of their planned study, as specified in the Code of Practice.
2. Students purchasing insurance should purchase insurance cover at the time of fee payment and before they leave their home country.
3. Where insurance is provided from a New Zealand company, policy details should be provided in the student's first language where possible.
4. In the case of overseas policy providers, students must provide the school with the policy details in English, before the student attends classes.
5. Verification of policies will be undertaken at enrolment. As part of the verification process, St Thomas's School shall ensure that:
 - a. They have appropriate and current medical and travel insurance for the duration of their planned period of study, in accordance with Section 7.4 of the Code of Practice.
 - b. 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.
 - c. The insurer is able to provide emergency 24-hour, 7 day per week cover.
 - d. 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.



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6. Where a student is not in possession of an appropriate and current medical and travel insurance policy the school undertakes to:
 - a. Advise the student of the medical and travel insurance requirement.
 - b. Give the student 7 days to produce the required documentation or enrolment will be revoked.
 - c. Communicate this requirement in writing.
7. Students will not be permitted to commence study at St Thomas's School without the insurance requirements set out in the Code of Practice.
8. For each student St Thomas's School shall record the:
 - a. Name of the insurer
 - b. Policy number
 - c. Policy start and end dates.
9. For each student, prior to the expiry of their medical and travel insurance policy, St Thomas's School will issue a written reminder to the student advising that policy renewal must be completed.

Ratified by Board

Signed Chaulker

Date 16/3/23