



OTAGO POLYTECHNIC MANAGEMENT POLICY		Number: MP0607.04
Title:	Medical and Travel Insurance for International Learners	
Classification:	Customers	
Chief Executive Approval:	Effective Date: 1 November 2018	Review Date: 1 October 2021
Previous Policy No:	n/a	Status: Current
Contact Authority:	Deputy Chief Executive Learner Experience and/or Director Learner Services	

Purpose

The purpose of this policy is to ensure the safety and well-being of international learners studying at Otago Polytechnic in New Zealand, in accordance with the Education (Pastoral Care of International Students) Code of Practice 2016 and Immigration New Zealand visa requirements.

Statutory Compliance

The Education (Pastoral Care of International Students) Code of Practice 2016 - <http://www.legislation.govt.nz/regulation/public/2016/0057/latest/DLM6748147.html>
 Immigration NZ study visa requirements - <https://www.immigration.govt.nz/new-zealand-visas/options/study>

Policy

1. As specified in Outcome 3 of The Education (Pastoral Care of International Students) Code of Practice 2016, all international learners are required to have appropriate and current Medical and Travel Insurance for the duration of their planned period of study and approved visa.
2. Otago Polytechnic's preferred provider of medical and travel insurance is Uni-Care, and will arrange a policy called NZ Student Plan with Uni-Care and include this cost with the tuition fee.
 - 2.1. International learners can choose their insurance provider as long as the insurance policy complies with the minimum standards of The Education (Pastoral Care of International Students) Code of Practice 2016.
 - 2.2. The insurance fee will be refunded if the learner arranges their own insurance which complies with the minimum code requirements.
3. When a learner chooses their own insurance provider, learners must provide Otago Polytechnic with the policy details in English refer to clause 5.

Recording of Policy Details:

4. For each international learner, Otago Polytechnic will record the:
 - a. Name of the Insurer
 - b. Policy number
 - c. Policy start and end dates

Verification of Insurance Policies for learners choosing their own insurer:

5. As part of the verification process Otago Polytechnic will ensure that:
 - a. 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 & Poors, or B+ from A M Best.
 - b. The Insurer is able to provide emergency 24-hour, 7 days per week cover.



- c. Learners have a “certificate of currency” and policy wording from the Insurance Company stating that the learner 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.

Policy Renewals

6. Otago Polytechnic will arrange for the renewal of Uni-Care insured learners.
7. For all other learners, prior to the expiry of their medical and travel insurance policy, Otago Polytechnic will issue a written reminder to the learner advising them that their policy renewal must be completed. Failure to renew their insurance will mean that re-enrolment cannot take place.

Referral Documents

Guidelines for the Education (Pastoral Care of International Students) Code of Practice 2016 – Tertiary

<https://www.nzqa.govt.nz/assets/Providers-and-partners/Code-of-Practice/tertiary-guidelines-code-of-practice.pdf>

Pre-departure and Arrival Guide

<https://www.op.ac.nz/assets/marketing/PDF-books/J03045-Arrival-Guide-2017-200x200-FA-WEB.pdf>

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