

Student Travel Insurance ~ Registration Form

Send Page 1 Only



Part A: Important Notice Policy No: 02.PP.015907

The University of Melbourne (UoM) holds a Business Travel Insurance Policy **02.PP.015907**, (the **Policy**) with insurer, ACE Insurance Limited, (ABN 23 001 642 020, AFS Licence No. 239687) of 28-34 O'Connell Street, Sydney, NSW, 2000 (**ACE**).

Under this Policy, Insured Persons (students), as defined, get automatic access to the benefits detailed in the Policy (subject to the relevant terms and conditions specified) provided by ACE as the insurer. Students are not charged by ACE for this benefit and can access the benefit if they are a "Student" as set out in the Policy. This is pursuant to a statutory right under section 48 of the *Insurance Contracts Act 1984* (Cth). The UoM is not the insurer, does not guarantee or hold this right on trust for a student and does not act on behalf of ACE.

The UoM is not an Authorised Representative (under the *Corporations Act 2001* (Cth) (the **Act**) of ACE or any of its related companies. There is no obligation on a student to accept any of the benefits of the cover. However, if a student wishes to make a claim under the cover provided under the Policy, they will be bound by the definitions, terms and conditions, exclusions and claims procedures set out in the Business Travel Insurance Product Disclosure Statement and Policy Wording.

Part B: How to obtain cover [Incomplete or Late Forms Cannot be Accepted.]

1	Please Read this Complete Form carefully. This Free Travel Insurance cover, Registered with the University of Melbourne - Insurance Office at least One (1.) Week Prior to Departure , is provided to Enrolled & Registered, Eligible Students, for their Approved, University Course and Research Work.		
2	Please answer the following Questions – To Confirm Your Eligibility for Cover:		Please "Tick" <input type="checkbox"/> the Box
3	Will Your Period of "University Travel" Days – Exceed – Your Period of "Personal Travel" Days during your Trip?	YES	NO
4	Will Your Period of "Personal Travel" Days – Not Exceed – more than One (1) Month during your Trip?	YES	NO
5	Is Your Trip – for the purpose of undertaking Approved "University of Melbourne" related Activities?	YES	NO
6	Will Your Registration Form be sent to the Insurance Office – at least One (1) week before Departure? (19 below.)	YES	NO
7	If your Answer is "Yes" to ALL of the Above Questions – You Can be Covered by the Insurance. Please proceed to No. 8. below.		
8	If your Answer is "No" to ANY of the Above Questions – You CANNOT be Covered by this Insurance. ALTERNATIVE COVER may be purchased Via - ACE Insurance Limited's Web-Site http://inasuitcase.aceinsurance.com.au/Melbuni/homepage.aspx – OR – Worldcare Travel Insurance http://www.worldcare.com.au – OR – Any Other Alternative Or Preferred – Travel Insurance Agent / Outlet.		
9	Do You have Other Travel insurance for your Trip? If your Answer is "Yes" – You are Required to First Claim Against the Other Insurance and Provide a Copy of Other Insurance's "Schedule" to the University Insurance	YES	NO
10	<input type="checkbox"/> To Obtain Cover – SEND Page 1. (Only) – to the University's Insurance Office– via EMAIL: ins-office@unimelb.edu.au – or FAX: 8344 4497 at Least One (1.) Week Before Departure . <input type="checkbox"/> Cover will then be Confirmed By Return Email – to All Listed Email Addresses.		

Part C: Student Details [Incomplete or Late Forms Cannot be Accepted.]

10	FULL NAME OF STUDENT:		Student Number:	
11	Contact Address in Australia:		Home Ph. No:	
12	Travel Purpose:		Mobile Ph. No:	
13	Email Address:	Uni-Melb:	Faculty / School:	
14	Destination(s)	Please "Tick" <input type="checkbox"/> the proposed "Geographical Region(s)" of travel - listed below.		
15	DATE OF DEPARTURE	DATE OF RETURN		
16	COUNTRY	CITY	DATE FROM	DATE TO
17	STUDENT Signature:	(Student must sign.)		Date: ___ / ___ / ___

Part D: Travel Authorization [Incomplete or Late Forms Cannot be Accepted.]

	Authorization	FULL NAME (Please PRINT.)	Signature	Date
18	Head- School / Dept.			___ / ___ / ___
19	Lecturer / Supervisor			___ / ___ / ___
20	Email Address	Ph :	Fax :	
21	Email Address	Ph :	Fax :	

Student Travel Insurance ~ Registration Form

Keep Page 2



Part E: Benefits Summary

Policy No: 02.PP.015907

Summary of Benefits below – which Cannot be Changed – is provided for information only. It is not a substitute for the complete list of benefits, terms, conditions & exclusions in the Insurer's Business Travel Insurance - Policy Wording & Product Disclosure Statement.

Section 1: Personal Accident & Sickness - Lump Sum Benefits or Weekly Benefits if an Insured Person suffers from a Covered Event as a result of a Defined Injury.	Part A	Lump Sum Benefits	Table of Events 1 - 19	\$ 100,000
	Part B	Weekly Benefits (Injury)	104 Wks / 85% Salary 7 Days Excess	\$ 250
	Part D	Lump Sum Benefit	Injury Resulting in Fractured Bones	\$ 3,000
Section 2: Kidnap & Ransom / Extortion Section 3: Hijack and Detention	Cover Included. Access to International Assistance is available. If an Event occurs - telephone the University's, Melbourne based 24 hour - emergency phone no: + 61 3 8344 6666, for contact details.			
Section 4: Medical & Additional Expenses & Cancellation & Curtailment Expenses - Medical and Additional Expenses for an Accidental Death or Injury suffered whilst on a Journey; - Additional or Forfeited Travel, Out-of-Pocket Expenses from Unexpected Death, Serious Injury or Sickness of a Specified Person associated with Insured Person or Other Unforeseen Circumstances outside control of Insured Person.	Medical Expenses (Outside Australia.)		Excess: \$ 100 / Person [Applied Per Separate Injury or Illness, regardless of the No. of Consultations for each.)	Unlimited Cover
	Cancellation / Curtailment Expenses			\$ 100,000
	Continuous Bed Confinement (Over 48 Consecutive Hours.)		[Max. Days = 100.] Excess: \$ NIL.	
Section 5: ACE (24 Hour) Assistance Line: + 61 2 9929 2210 - or - (61 2) 8907 5995 Reverse Charges or visit Website: www.aceassistance.com	For assistance whilst on a Journey, access to Emergency Assistance for services such as replacing lost or stolen passports, emergency evacuation, interpreter access or referral, <u>tracing delayed luggage</u> or medically supervised repatriation.			Included
Section 6: Loss of Deposits	Access to cover for specified pre-paid Travel and Accommodation costs should a Journey be cancelled due to Unforeseen Circumstances outside a Student's control.			\$ 5,000 Per / Event
Section 7: Cover for the Loss, or Theft of, or Damage to:				
<input type="checkbox"/> Baggage:	Personal Property Owned By Insured Person or for which they are legally responsible for, taken on or acquired during the Journey, excluding household furniture or effects unless acquired during the Journey.		Excess: \$200 / Person	\$ 4,000 Limit / Item: \$ 1,000
<input type="checkbox"/> Business Property	Office Equipment & replacement value of plans, business papers, specifications, manuscripts & stationery.			\$ 4,000 Limit / Item: \$ 1,000
<input type="checkbox"/> Electronic Equipment	Personal/business computers, palm pilots, mobile phones, digital cameras & others deemed by Insurer.			\$ 1,500
<input type="checkbox"/> Money and Travel Documents	Cover for coins, bank notes, postal and money orders, travellers' cheques, letters of credit, automatic teller machine cards, passports, travel tickets, visas, entry permits, credit cards, petrol and similar documents.			\$ 1,250
<input type="checkbox"/> Deprivation of Baggage (First Contact ACE "Assist")	For delayed, misdirected or mislaid by any transport carrier more than eight (8) consecutive hours, cover is provided for Insured Person's reasonable expenses to buy essential replacement clothing, toiletries.		Excess: \$ NIL.	\$ 500
Section 8: Alternative Employee / Resumption of Assignment Expenses				NO COVER
Section 9: Personal Liability	Access to cover in the event that the Student becomes legally liable to pay damages in respect of either bodily injury to any person or loss of or damage to property And such injury or damage is caused by an accident.			\$ 10,000,000
Section 10: Rental Vehicle Excess Waiver Cover for Vehicle Insurance Excess - of Insured Person's Rental Vehicle damaged in collision or stolen.				\$ 2,000
Section 11: Extra Territorial Workers Compensation				NO COVER
Section 12: Missed Transport Connection	Cover for reasonable extra expenses incurred to enable Insured Person to use alternative scheduled public transport services to arrive at a University activity on time if they miss their transport connection due to Unforeseen Circumstances outside their control.			\$ 3,000
Section 13: Political Evacuation	Access to cover for the cost of returning a Student to their country of residence or the nearest safe place following the need to leave country they are in due to being expelled or officials recommending that a Student leave the country.			\$ 20,000

Part F: How to Claim

In An Emergency:	Use ACE 24 hour Assistance Line + 61 2 9929 2210 / or + 61 2 8907 5995 for specific assistance on all travel emergency matters while travelling overseas. You can also visit the ACE Assistance website: www.aceassistance.com			
ALL Other Claims:	MUST first be reported to: The University of Melbourne - Insurance Office			
	Mail: 2 nd Floor, Old Geology South Building (No.156) Monash Rd, The University of Melbourne, Vic. 3010.	Email: ins-office@unimelb.edu.au	Phone: + 61 3 834 43444	Fax: + 61 3 834 44497

▣ Your "TRAVEL INSURANCE REPORT FORM" – cannot be processed – unless it is supported by the following documents: ▣

Cancellation charges, Loss of Deposit Expenses	▣ The Original Tickets/Vouchers - if Refund is not obtainable. ▣ Doctor's/ Hospitals Certificate specifying condition's exact nature suffered by Injured or Sick Person. ▣ Travel Agent Letter verifying Total Journey Cost, Value of Journey's Unused Portion, Cancellation Charges incurred & Total Refund Amount Rec'd.
Emergency Expenses Claim	▣ Receipts and/ or Tickets relating to Additional Expenses incurred. ▣ Doctor's/ Hospital Certificate specifying exact nature of condition suffered by Injured or Sick person. ▣ Letter from Travel Agent/ Carrier verifying reason for Additional Expenses & /or any Refund Amount applicable.
Overseas Medical, Dental and / or Hospital Claim	▣ Original Doctor's/ Hospital accounts and receipts ▣ Details relating to Medical Benefit Refunds. (Note: An Insured Person is Not covered by this Insurance – where a Journey is undertaken against their Doctor's advice, or if they are Not Fit to Travel.)
Personal Liability Claim	▣ Letters or Demands of a Claim made against you. (No admission, offer, promise, payment or indemnity should be made without Insurer's written consent.)
Baggage, Personal Effects Claim	▣ Report or Letter from authority i.e. Police, Airline confirming the loss occurred and the amount of compensation provided. ▣ Receipts, Guarantee Certificates, Instruction Manuals, Valuation Certificates, Bank Card or Credit Card Vouchers or other Proof of Purchase for items claimed. ▣ Quotations for replacement items claimed for repair or replacement. ▣ Bank Statements, transaction receipts or other proof of cash claimed.
Rental Vehicle Collision & Theft Excess Cover	▣ Rental Agreement. Company in respect of the excess or deductible ▣ Vehicle repair invoice ▣ Documentation evidencing payment of excess or deductible. (Note: A Condition under this Insurance requires the Insured Person to take out all the Compulsory Motor Vehicle Insurance provided by Rental Company.)
Accidental Death Claim	▣ Original Death Certificate and Birth Certificate (or Certified Copies) ▣ Copy of Coroner's Depositions & Findings (if applicable) All Documents returned.
General Requirements	1. ▣ For liability claims, do not make any admission or offer. ▣ Request the Claim against you to be put in Writing.
	2. ▣ All Losses under Luggage & Travel documents must be reported to Local Authorities within 24 hrs & Written Acknowledgement obtained.
	3. ▣ For Medical claims, please submit claims to your Private Health (Fund/ Insurance) provider - Prior to Lodgment – via UoM Insurance Office – with ACE.
	4. ▣ Immediately report any Luggage Loss or Damage to the Airline or Carrier involved and submit a Claim to them. ▣ In some instances the Airline or Carrier may be responsible for the Damage and or Loss. Obtain the Airline or Carrier's Written Response, to lodge – in support of your Claim Documentation.

Keep a copy of this form for your reference

1. SEND Page 1 only – to the Insurance Office – via Email: ins-office@unimelb.edu.au – or Fax: 8344 4497.
2. Please KEEP Page 2 – as Your Record of the Benefits Payable and the Claims Procedure.