



## Guidelines for Swinburne Study Abroad and Exchange

### Travel Insurance

All Swinburne students participating in overseas student mobility activities including semester exchange, faculty-led study tours, short-term overseas partner programs, overseas internships and overseas placements **must** be covered by an adequate level of insurance for the entire duration of their time overseas. This is the responsibility of the student.

Swinburne offers two options for students in regards to insurance coverage. Students are required to confirm their insurance choice by submitting this completed form to Swinburne Abroad staff as part of the Pre-Departure documents request. Please submit this form and provide any supporting documentation to Swinburne Abroad staff prior to departure on [exchange@swin.edu.au](mailto:exchange@swin.edu.au)

### Student Information

Student ID: \_\_\_\_\_ Student Full Name: \_\_\_\_\_

Period of Study: \_\_\_\_\_ Destination Country: \_\_\_\_\_

Program (Host Uni/Study Tour/Internship Provider): \_\_\_\_\_

### OPTION 1: Swinburne-provided insurance through Chubb

I am selecting this insurance option

Swinburne will provide insurance to students, free of charge. The insurance will cover the academic program duration\* plus up to 10 personal days (e.g 3 days before and 7 days after the program).

- \*Academic program duration is your program start and finish dates as specified in official acceptance documentation provided by Swinburne Abroad, host university or third party provider (depending on your program)
- The academic program duration must not exceed 170 days
- This insurance is provided by Chubb and includes excess of \$500 (excluding medical)
- See website for full information and copy of policy documents: <https://www.swinburne.edu.au/current-students/study-abroad-exchange/swinburne-students/planning-support/>

Flight Details:

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Do your travel dates exceed 10 personal days in total? If so, please specify how you will be covering your additional personal travel days:

**Additional policy with Chubb**  
(Can be arranged here: <https://uni.chubbtravelinsurance.com/en/?brokerCode=su>)

**Top-up with external provider**  
(\*note that this option does come with a risk that if students are covered by two separate policies/providers, there may be problems and/or delays if you need to submit claims on these policies)

Policy Provider Name: \_\_\_\_\_ Policy Number: \_\_\_\_\_

## OPTION 2: Personally-arranged insurance

I am selecting this insurance option

Students purchase insurance from any external provider for the **entire duration of their time overseas**. The entire duration must include the academic program and any personal travel.

- Excess will vary between policies
- You will need to ensure that your policy meets minimum Swinburne requirements
- You must complete the table below to show that your insurance meets Swinburne's minimum requirements
- You must provide Swinburne Abroad with a copy of your insurance coverage certificate.

**Travel Insurance Provider:** \_\_\_\_\_

**Policy Number:** \_\_\_\_\_

**Policy Coverage Date (dd/mm/yyyy): From To** \_\_\_\_\_

**Insurance Provider's Emergency Assistant Help Line:** \_\_\_\_\_

Insurance Benefit	Covered by Your Policy? Please Tick	Amount Covered \$
Overseas Medical and Hospital Expenses (must be no less than AUD\$500,000)		
Loss of Deposits and Cancellation		
Additional / Emergency Expenses		
Loss and Deprivation of Luggage		
Personal Liability		
Repatriation		
Overseas Emergency Assistance Help Line		
Policy Excess Amount (must not exceed \$500 per claim):		

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Additional Important Information:

\*Students should ensure that they understand if their travel insurance policy covers pre-existing medical conditions and covers any proposed leisure travel activities that may be undertaken such as diving, parasailing, skiing, rafting etc. It is recommended that insurance should be purchased prior to paying for airfare in order to obtain the maximum benefit of the cancellation and loss of deposits cover (subject to the individual policy terms and conditions).

\*Some exchange partner institutions may require incoming exchange students from Swinburne to purchase a compulsory health insurance policy from a particular local provider. This payment may be required either pre or post arrival. This is particularly common in the United States of America and in some European countries such as France or Germany. This will be at the students' own cost and in addition to the required Australian travel insurance policy.