

School journey policy (excluding winter sports)

Application form and Summary of cover

This document contains an application (proposal) form and a summary of cover. Once we have accepted your application and you have paid the premium, we will send you a further summary, also showing the particulars of your trip, for you to use as evidence of cover. A separate full copy of the policy is available on request, or via the Zurich Municipal website www.zurich.co.uk/municipal.

In order to minimise delays and avoid correspondence, please ensure the contact details of the person to whom confirmation of cover is to be sent are shown and that you send your application and premium to us at least 10 days prior to departure.

Please note that the completion and submission of this form does not bind you or us to enter into a contract of insurance.

You understand that you must make a fair presentation of the risk to us when completing this form and at inception, renewal and whenever you request changes to your policy. This means that you must tell us about all facts and circumstances which may be material to the risks covered by the policy in a clear and accessible manner and must not misrepresent any material facts. A material fact is one which would influence our acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interest to disclose them.

If you do not make a fair presentation of the risk the policy may be avoided, written on different terms or a higher premium may be charged, depending on the circumstances of the failure to present the risk fairly.

School* name

*or other educational organisation

Full postal address for communication

Telephone number

Name of responsible teacher

Telephone number

Email Address

Full postal address of headquarters of journey, camp etc or destination address

Area code of destination (see below): insert 1, 2 or 3

Trip duration days (both dates inclusive)

Departure date

Return date

Party numbers: Pupils

Responsible adults

1

2

3

Area codes for destinations

England, **Scotland**, Wales,
Northern Ireland (Area 2 if
travelling **from** Channel Islands
or Isle of Man)

Isle of Man, Channel Islands,
Europe, Madeira, Canary Islands
and parts of countries bordering
the Mediterranean north of
latitude 30 degrees

**Elsewhere not included
in 1 or 2**

Hazardous activities

These fall into 2 categories:

A: activities that are listed in the policy as completely excluded from this cover in all circumstances:

Aerial pursuits (including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro-lighting, parachuting, paragliding, parasailing), **Caving** (using caving equipment), **Diving** (using external breathing apparatus), **Hiking, trekking or mountaineering** (>3000m), **Motor cycling, Mountaineering or rock climbing** (using ropes or guides), **Racing** of any kind (other than on foot), **Water pursuits** (jet skiing or white water rafting), **Winter sports** (other than at a UK based snow dome or dry slope).

B: activities (not under A) that can be covered when you pay double the standard premium:

We only require additional premium if the main purpose of the trip is to take part in activities that have a degree of additional hazard attached. Examples are: **Sports tours, tournaments or competitions (or single matches on a one-day trip), 'outward bound' or outdoor activity trips and expeditions, or trips that focus on one or a number of sports.**

Where participation in a hazardous activity (not completely excluded by A) is incidental to the trip and will occur only once during the trip, it is not necessary to pay additional premium. If in doubt, please contact us.

Is your trip hazardous as defined above in B?

Yes (if Yes insert '2' in column d below)

No (if No insert '1' in column d below)

Premium calculation

Please note there is a minimum total premium charge of **£75.00** per trip. Premiums are **inclusive** of Insurance Premium Tax. Premiums are per person per day as follows:

Area code	1	2	3
Per person per day rate Standard Cover	£0.20	£0.40	£0.75

Please compile your premium here:

Area (1, 2 or 3)	No of persons	No of days	Persons x days	Rate £	Standard premium	Haz. trip x1 or x2
	a	b	a x b	c	a x b x c	d
1					£	
2					£	
3					£	
TOTAL (a x b x c x d)					£	

Example (assuming an 'outdoor activity week' in Europe – hazardous trip):

Area (1, 2 or 3)	No of persons	No of days	Persons x days	Rate £	Standard premium	Haz. trip x1 or x2
	a	b	a x b	c	a x b x c	d
2	20	7	140	x £0.40	£56.00	2
TOTAL (a x b x c x d)					£112.00	

Amount of premium to be paid (minimum £75 per trip):	£
Status of remittance: Insert "enclosed" or "to follow" (see below)	

How to pay your premium

- by sending a cheque in the post along with this application form to:
Municipal Market Team, Zurich Municipal, Zurich House, 2, Gladiator Way, FARNBOROUGH GU14 6GB
- by emailing this form to the address below. We will then contact you to arrange for payment by debit or credit card – please ensure your correct contact details appear on page 1.
community@zurichmunicipal.com

Please ensure you read the summary of cover and in particular the notes on *Travelling or intending to travel against medical advice*.

Declaration

I/We declare that the statement and particulars in this proposal are true and complete. I/We have made a fair presentation of the risk and have not misrepresented or suppressed any material facts after full enquiry of relevant parties within my/our organisation. I/We agree to the contract of insurance being prepared using the information I/we have supplied in this form, along with any associated information I/we have supplied. I/We shall inform you of any material alteration to those facts and/or the information supplied before completion of the contract of insurance.

Signature of responsible teacher:	Print name

	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>

Please insert your preferred method of receiving your cover documentation:

Summary of School Journey (excluding winter sports) cover

This is a summary of the significant features, benefits and limitations of the cover by Zurich Municipal's School Journey policy (excluding winter sports). The policy itself should be referred to for the full terms, definitions, conditions and exclusions. This may be obtained from Zurich Municipal.

Type of insurance and cover

The policy provides specified indemnity and benefits associated with journeys for educational purposes and approved by the Policyholder.

Insurance applies to each individual pupil or teacher member of a school journey party (an "Insured") who is involved in full-time education, or adult helper or child accompanying them, authorised by the Policyholder. **The maximum age is 70 years.**

The policy covers any trip or excursion not exceeding 31 days in duration (including exchange visits and work experience placements) approved by the Policyholder. **Trips that have also been insured automatically as part of a package travel arrangement are not eligible.**

Day trips (no overnight stay): cover starts when Insured leave the school boundaries, and return to them.

Overnight trips: cover starts when the Insured leave their normal place of residence until they return to it.

In respect of Cancellation insurance, cover commences on the date of the confirmed booking of the trip.

Significant features and benefits

The following is a summary of the main features of cover:

Event	Maximum Limit (per Insured unless stated otherwise)
Personal Accident	
Death, loss of sight/limb, hearing/speech (total) & permanent total disablement (from any occupation)	£25,000 (Death reduced to £10,000 aged under 16)
Permanent partial disablement	Up to £25,000
Temporary total disablement not exceeding 104 weeks (from any occupation): per week	£100 (£25 aged under 16, from scholastic duty)
Overseas Medical Expenses	
Medical, travel & emergency repatriation expenses	£10,000,000
Search & Rescue Expenses	£50,000
Limit per event	£100,000
Personal Property	£2,500 overall
Valuables, electronic items, audio or visual	£750 in all
Any single article	£500
Excess	£50
Personal Money	£500
All money in custody of responsible adult	£2,500
Excess	£50
Electronic Business Equipment	£1,500
Excess	£100
Cancellation, Curtailment, Rearrangement & Replacement Expenses	£3,000
Limit per event	£50,000
Disruptive pupil expenses	£3,000
Travel delay (after 12 hours)	£50 per 12 hours (£250 max)
Kidnap Consultants' Costs	£250,000
Aggregate limit	£500,000
Excluded territories	Afghanistan, Algeria, Argentina, Bangladesh, Brazil, Colombia, Congo (Dem Rep), Ecuador, El Salvador, Guatemala, Haiti, Honduras, Iran, Iraq, Israel, Mexico, Nigeria, Pakistan, Papua New Guinea, Philippines, Russia, Somalia, Venezuela, Yemen.
Political & Natural Disaster Evacuation	£5,000
Event limit	£50,000
Legal Expenses	£25,000
Personal Liability	£5,000,000

Standard Extensions of Cover

(maximum limits as shown in the policy)

Personal Accident

- Dental injury expenses
- Funeral expenses following accidental death
- Benefit for permanent facial disfigurement
- Hi-jack & kidnap: cover continues for 12 months

Overseas Medical Expenses (etc)

- Premature childbirth
- Supplementary hospital expenses (on return to UK)

Personal Property

- Delayed Baggage etc
- Passport or visa indemnity & assistance

Money

- Cover applies 72 hrs pre & post trip
- Emergency cash replacement

Cancellation (etc)

- Missed international connection & missed departure
- Replacement personnel expenses

Political & Natural Disaster Evacuation

- Emergency accommodation expenses

Assistance & Security Services

- See separate section below

Significant Exclusions (applying to the whole policy)

Age Limitation

- 70 years

Substance Abuse or Self-Injury

- Drug or alcohol abuse
- Suicide or self-injury

War

- Within the United Kingdom

Dangerous or Unsettled Areas

- Travel to destinations where at the time of booking or departure the F&CO advises against travel

Travel or Intention to Travel Against Medical Advice

- See separate note below

Excluded Activities

- Aerial pursuits (see policy)
- Caving (using caving equipment)
- Diving (using external breathing apparatus)
- Hiking, trekking or mountaineering (>3000m)
- Motor cycling
- Mountaineering or rock climbing (using ropes or guides)
- Racing of any kind (other than on foot)
- Water pursuits (jet skiing or white water rafting)
- Winter sports (other than at a UK based snow dome or dry slope)

Significant Exclusions (applying to specific sections of cover)

Personal Accident

- Sickness, disease or degenerative condition

Overseas Medical Expenses

- Medication known to be required
- Unapproved hospital treatment or repatriation

Personal Property

- Contact lenses and other fragile items

Personal Property/Money/Electronic Business E/Q

- Unattended vehicles (unless in locked compartment)

Cancellation (etc)

- Pre-existing circumstances (transport failure, strikes, natural catastrophe)
- Disinclination to travel

Kidnap

- Ransom payments
- Listed destinations

Political and Natural Disaster Evacuation

- Foreseeable costs: pre-existing circumstances

Personal Liability

- Claims brought in USA or Canadian courts

Other Provisions

Conditions

- There are conditions about required standards of proficiency for participation in and supervision of hazardous activities, and conditions about safety equipment for use with water based activities
- There are a number of obligations on the Insured relating to their conduct in the event of a claim, or for reporting of losses to the Police. Attention is also drawn to the guidance on travelling against medical advice.

Claim Notification

If you want to make a claim, please contact the Policyholder at their address. Claims are to be notified as soon as possible, including supporting information and assistance where we may require it. The Police must be notified as soon as possible in the event of theft or malicious damage.

Insurance Act 2015

The policy embraces the principles of the Insurance Act 2015 law reforms. It also incorporates a modification which has the aim to promote good customer outcomes, whereby in cases of non-deliberate or non-reckless non-disclosure or misrepresentation we will request any additional premium which may be required and pay subsequent claims in full rather than proportionately reducing subsequent claims payments.

Cancellation Rights

This policy does not entitle any party to a cooling-off period.

Our Complaints Procedure

We want to provide a first class service. If you have any cause for complaint you should, in the first instance, contact either the intermediary who arranged the policy for you, or the branch that issued your policy. Please quote the details of your policy (your surname and initials, policy number, departmental reference, etc).

If we are unable to resolve your complaint to your satisfaction within 8 weeks, or if we have provided you with a final decision letter, you may be able to refer your complaint to the Financial Ombudsman Service (ombudsman). This is a free and impartial service and you are entitled to contact the ombudsman at any stage of your complaint. For more information please contact the ombudsman directly or visit <http://www.financial-ombudsman.org.uk>.

You can telephone for free on:

08000 234 567 for people phoning from a "fixed line" (for example, a landline at home)

0300 123 9 123 for mobile-phone users who pay a monthly charge for calls to numbers starting 01 or 02

Or e-mail: complaint.info@financial-ombudsman.org.uk

The ombudsman will only consider your complaint if, at the time of notification, you are a consumer, a business employing fewer than 10 persons that has an annual turnover or balance sheet that does not exceed €2 million, a charity with an annual income of less than £1 million or a trustee of a trust with a net asset value of less £1 million.

Financial Services Compensation Scheme

We are covered by the Financial Services Compensation Scheme (FSCS). You may be entitled to compensation should we be unable to meet our obligations. You may contact the FSCS on 0800 678 1100 or further information is available at www.fscs.org.uk.

Assistance and Security Services: Zurich Travel Assistance +44 (0)1489 868 888 & www.zurich.co.uk/travelassistance

Please note these services are provided on the Insurer's behalf by third parties who are contracted to the Insurer

Medical and Other Assistance

- 24 hour helpline
- Medical Staff for hospital/treatment referrals and advice
- Emergency medical supplies
- Air ambulance
- Direct billing with hospitals & clinics
- Emergency travel assistance for friends/relatives visiting sick/injured Insured
- Emergency cash advance
- Emergency message communication
- Lost ticket & baggage location
- Travel advice and on-line information
- Legal referral (English speaking lawyers)
- Rented vehicle return where Insured incapacitated.

Security Assistance

- Emergency response to life-threatening situations, kidnap, attack, missing persons etc
- Daily news subscription (worldwide threats and potential hotspots)
- Travel security advice website
- Travel safety and security briefings for higher risk destinations.

Important Notes: Passports, Travel Against Medical Advice & Compulsory Contacting of ZTA

Passports

We recommend that a copy of the passport header page be taken on a journey. Loss of passport is the most common mishap to befall UK travellers and a copy assists with emergency replacement.

Travelling or intending to travel against medical advice

In line with many travel insurance policies, this policy has an exclusion of "travel against medical advice".

We strongly recommend that if there is any doubt over a current or recent medical condition that the insured person visits their doctor to ensure they are fit to travel and are not invalidating their cover. This will help to avoid potential difficulties should the need to claim arise later for cancellation or sickness happening during the trip.

"Fit to travel" implies that during the trip the medical condition is unlikely to create the need for medical attention or other additional costs such as emergency evacuation or visit of a relative that would ordinarily qualify as a claim under the policy.

The insured person should obtain a written statement from their GP or other medical practitioner at most 7 days before the trip starts stating that they are fit to travel **having regard to:**

- the condition itself; and
- the following features of the trip:
 - destination, activities, duration, methods of travel

The insured person should tell the medical professional that the required statement is for specific insurance purposes and that it may be relied upon to substantiate the validity of a claim should it later need to be made.

Where a trip is booked (incurring non-refundable expenses) a considerable time before the departure date, it is prudent to consider an additional earlier consultation with the medical professional to obtain a similar statement. This is in case a medical condition being experienced at the time of booking worsens to cause cancellation of the trip before departure, and the need for a Cancellation claim to be made.

Compulsory Contact of Zurich Travel Assistance

Please note that certain events for which assistance may be required or claims paid **must be handled through ZTA:**

- In-patient hospital treatment
- Emergency Repatriation Expenses
- Kidnap
- Political or Natural Disaster Evacuation



Zurich Municipal

Zurich Municipal is a trading name of Zurich Insurance plc.

A public limited company incorporated in Ireland Registration No. 13460.

Registered Office: Zurich House, Ballsbridge Park, Dublin 4, Ireland.

UK Branch registered in England and Wales, Registration No. BR7985.

UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance plc is authorised by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority. Details about the extent of our regulation by the Financial Conduct Authority are available from us on request. These details can be checked on the FCA's Financial

Services Register via their website www.fca.org.uk or by contacting them on 0800 111 6768.

Our FCA Firm Reference Number is 203093.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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