### The University of Sydney

**Summary of Corporate Travel Plan**

This Cover Summary reflects the scope of cover the University allows to employees and volunteers travelling on University business. This may vary from the AIG insurance policy purchased by the University. Where there are differences, this Cover Summary prevails. If you require additional cover, you are entitled to purchase separate insurance at your own cost.

<table>
<thead>
<tr>
<th>Insured</th>
<th>University of Sydney and/or subsidiary companies and all parties for whom the insured undertakes to insured for their respective rights &amp; interest and including University of Sydney Union, Sydney University Sport and Fitness, Student Representative Council, Sydney University Postgraduate Representatives Association Cumberland Student Guild for their respective rights and interests.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insurer</td>
<td>AIG Australia Limited</td>
</tr>
<tr>
<td>Policy No.</td>
<td>2200103398</td>
</tr>
<tr>
<td>Travel Assistance</td>
<td>You must register with your name, student ID, email address and policy number 2200103398</td>
</tr>
<tr>
<td>Period of Insurance</td>
<td>From 4:00 pm on 31st October 2018 To 4:00 pm on 31st October 2019</td>
</tr>
<tr>
<td>Insured Persons</td>
<td>All Students of the Insured whose Travel is undertaken in connection with the activities of the Insured or is authorised by the Insured, including fieldwork, work experience, course and research activity, subject to quarterly declaration to the insurer for Students travelling for a period of up to 365 days from the date of commencement of the Journey.</td>
</tr>
<tr>
<td>Eligibility for Corporate Travel Plan</td>
<td><strong>Category A</strong> All Employees (i.e. anyone remunerated by any Insured) and including Senate Members and University titleholders, subject to quarterly declaration to the insurer for Employees travelling up to 365 days. <strong>Category B</strong> All Students of the Insured whose Travel is undertaken in connection with the activities of the Insured or is authorised by the Insured, including fieldwork, work experience, course and research activity, subject to quarterly declaration to the insurer for Students travelling up to 365 days from the date of commencement of the Journey. <strong>Category C</strong> All Volunteers of the Insured whilst engaged in the business of the Insured worldwide including direct travel to and from such activities, subject to quarterly declaration to the insurer of Volunteers travelling up to 365 days.</td>
</tr>
<tr>
<td>Operation of Cover</td>
<td>Whilst an Insured Person is engaged in a Journey that involves a destination beyond 50 kilometres from the place of departure for the commencement of the Travel.</td>
</tr>
</tbody>
</table>
Scope of cover

As a currently enrolled student at the University of Sydney, you’re covered by the University’s travel insurance policy when:

- The travel is curriculum related. That is, it is directly or indirectly linked to the completion of your enrolled degree (e.g. student exchange, work experience and clinical placements); and
- Your University-related travel has been formally approved by your Faculty, prior to your departure. The approval would normally be provided by your head of school or department. Ideally you should ask for an email confirmation of the approval so that you can include that document in the event you need to make an insurance claim.
- The University provides one week of cover before and after an international placement. This is to give the student time to find accommodation, etc. It only applies if you are travelling directly to your exchange destination and is not intended for personal travel.
- The University allows personal travel on weekends only during approved exchange.
- If you undertake any personal travel which exceeds the weekend, or you plan on travelling before, during or after your placement you should take out a separate policy for that period

What is covered?

Travel insurance provided by The University of Sydney only covers the traveller. It is the traveller’s responsibility to arrange insurance associated with:

- Accompanying spouse, partner, or family (including children).
- Any associated holiday or personal travel.
- You can arrange to purchase separate personal travel cover via our existing insurer AIG link which can be found on the Student portal

What is not covered?

Please refer to the Exclusions section in this policy schedule which can be located on the intranet: http://sydney.edu.au/audit_risk/insurance/travel/index.shtml

Geographical Limits

Worldwide excluding countries where cover is prohibited by UN, US, EU or Australian sanctions.

Excluded countries: Cuba, Iran and Iraq (please note sanctioned countries can change depending on the political situation therefore please seek advice from the Insurer prior to travelling to countries where there is political and social unrest)

If you plan to travel to these places please contact Audit and Risk Management for advice, at least 14 days before travelling.

Excess (payable by the traveller)

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary total disablement – 7 days</td>
<td>nil</td>
</tr>
<tr>
<td>Business Equipment</td>
<td>nil</td>
</tr>
<tr>
<td>Any Claim</td>
<td>nil</td>
</tr>
</tbody>
</table>

Age Limit

Under 85 years of age

Additional Benefits

Domestic Help (Non-Income Earners) to a maximum of $1,000 per week of Total Temporary Disablement (TTD) not exceeding 104 weeks for any one event subject to the Elimination Period shown on the Schedule.

Home Tutorial Benefit (Full Time Students) limited to 100% of the actual cost of Home Tutorial Expenses to a maximum of $1,000 per week for each week of TTD not exceeding 104 weeks for any one event subject to the Elimination Period shown on the Schedule.
How do I submit a claim?

All general claims and enquiries are to be directed to Fullerton. Completed claim form along with supporting documents is to be faxed, posted or emailed to Fullerton, following which they will confirm receipt and process the claim in accordance with the terms and conditions of the insurance policy. This can take up to a maximum of ten (10) working days once Fullerton has confirmed receipt of a claim.

Fullerton Health Australia

Level 10, 33 York Street
Sydney NSW 2000, AUSTRALIA
Telephone: +61 2 8256 1770
Fax: +61 2 8256 1775
Email: CLAIMSFULLERTONHEALTHCS.COM.AU

IMPORTANT NOTE

Fullerton cannot finalise claims unless all relevant documentation has been completed and submitted as outlined above.

Please check the claim form to ensure it has been fully completed and that you have included all relevant invoices and receipts and any other relevant information. Fullerton requests that you retain all original medical invoices and receipts and forward only copies with the completed claim form. It would be in your best interest to keep photocopies of all documents pending processing of the claim.

Each claim is processed separately and assessed on its merits.

It is not acceptable for you to exclude information on the basis that it can be accessed by Fullerton or the insurer through reference to a prior claim.

Who should be contacted in the event of a Medical emergency claim or enquiry?

Travel Guard is The University of Sydney’s designated assistance provider (available 24hours) and should be contacted in the event of any medical or security queries, download the app: www.travelguardapp.com.au

Email: auassistance@aig.com for routine or emergencies on +60 3 2772 5641 (reverse charge) and advise:
- Name of caller:
- Name of person needing assistance:
- Company Name: The University of Sydney
- Policy Number: 2200103398

A membership card will be issued which will provide all the emergency contact details.

For further information or assistance

Angela San Diego
Telephone: +61 2 9253 8106
Email: angela.san.diego@aon.com

- This document is a summary only. To determine whether a particular claim or circumstance would be covered, please contact the Insurer on the details noted above.
### Schedule of Compensation
For Each Insured Person During Each Period of Travel

<table>
<thead>
<tr>
<th>Personal Injury</th>
<th>Maximum Benefits Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Death and Permanent total disablement (category A &amp; C)</td>
<td>7 x annual income up to a maximum of $500,000</td>
</tr>
<tr>
<td>Death and Permanent total disablement (category B)</td>
<td>7 x annual income up to a maximum of $200,000</td>
</tr>
<tr>
<td>Weekly Injury Benefits (Category A &amp; C)</td>
<td>3,000 per week up to 85% of income to a maximum of 156 weeks</td>
</tr>
<tr>
<td>Weekly Injury Benefits (Category B)</td>
<td>2,000 per week up to 85% of income to a maximum of 156 weeks</td>
</tr>
<tr>
<td>Overseas Medical &amp; Additional Expenses (including medical evacuation &amp; repatriation in the event of an injury, illness or death) and Hospital cover</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Emergency Medical Evacuation</td>
<td>Unlimited</td>
</tr>
<tr>
<td>Repatriation of Mortal Remains</td>
<td>$50,000</td>
</tr>
<tr>
<td>Cancellation &amp; Curtailment Expenses (in event of serious illness or injury of a close relative)</td>
<td>$100,000</td>
</tr>
<tr>
<td>Personal Liability</td>
<td>$10,000,000 per occurrence</td>
</tr>
<tr>
<td>Luggage, Personal effects, travel documents, Credit Cards, Money etc</td>
<td>$15,000</td>
</tr>
<tr>
<td>Rental vehicle collision damage and theft excess cover (you must purchase insurance offered by vehicle rental company for this cover to apply)</td>
<td>$5,000</td>
</tr>
<tr>
<td>Missed Transport Connection</td>
<td>$5,000</td>
</tr>
<tr>
<td>Political evacuation and natural disaster expenses</td>
<td>$50,000</td>
</tr>
<tr>
<td>Loss of Deposits due to unforeseen circumstances</td>
<td>Included in Cancellation &amp; Curtailment Expenses above</td>
</tr>
<tr>
<td>Corporate Traveller’s family assistance</td>
<td>Included</td>
</tr>
</tbody>
</table>

*Benefit reduces to $50,000 for travel on unscheduled air travel*
Principal Exclusions

- Private and holiday travel. If you are planning on taking any such travel before, during or after your University approved activities and have any queries, please contact Audit and Risk Management as noted below.
- Medical expenses incurred in a country of which you are a citizen or permanent resident or where you are residing on an overseas expatriate assignment, or the country you would like the insurer to return you if repatriation is necessary.
- Loss of Electronic Equipment unless carried as hand luggage.
- Routine medical costs and medical costs for which a Medicare benefit is payable.
- Theft of property unless caused through violent or forcible entry to residence or vehicle. Proof of theft such as police report required as simple loss is not covered.
- Cover for accompanying Persons.
- Sickness or Disease under Personal Injury Section.
- Following lost or delayed baggage only essential and reasonable emergency costs will be paid. It will be your responsibility to establish the costs incurred were essential and reasonable.
- Loss of money, other than through a sudden, unforeseen and unexpected event.
- Travelling in any unlicensed aircraft or flying or engaging in any other aerial activity as part of the aircraft’s crew.
- Damage to rental vehicle unless you have purchased insurance offered by rental company.
- Suicide, attempted suicide or deliberately self-inflicted injury.
- Expenses incurred where the Insured Person has travelled against the advice of a Physician or when knowingly unfit to undertake a journey.
- Fraudulent means or devices to obtain benefits under this policy.
- Any criminal act or intentional; illegal act.
- Journeys up to 365 days unless agreed by insurer.
- Normal commuting travel to and from work or university.

**THIS LIST IS NOT COMPLETE. FOR DETAILS, PLEASE REFER TO THE POLICY WORDING.**

Statutory Notices

- The Insured Parties must exercise reasonable care to protect your property.
- The Insured Parties must take all reasonable precautions to prevent injury and damage to persons and property.
- The Insured Parties must give immediate notice of an incident which may give rise to a claim or of receipt of advice of a claim.
- The Insured Parties must not make any admission, offer or promise in connection with any claim and must not any time admit liability.

The Insured Parties must comply with the following Notices:

**Duty of Disclosure:** Before you enter into a contract of General insurance with an insurer, you have a duty, under the Insurance Contracts Act 1984 as amended, to disclose to the insurer every matter that you know, or could reasonably be expected to know, is relevant to the insurer’s decision whether to accept the risk of the insurance and, if so, on what terms.

You have the same duty to disclose these matters to the insurer before you renew, extend, vary or reinstate a contract of General insurance. Your duty however, does not require disclosure of matter:

- that diminishes the risk to be undertaken by the insurer
- that is of common knowledge
- that your insurer knows or, in the ordinary course of his business, ought to know

**Non-Disclosure** If you fail to comply with your duty of disclosure, the insurer may be entitled to reduce his liability under the contract in respect of a claim or may cancel the contract. If your non-disclosure is fraudulent, the insurer may also have the option of avoiding the contract from its beginning.

The insurer will pay legal expenses in addition to the sum insured, if however, the total amount of the loss (less legal expenses) ultimately paid to the claimant(s) exceeds the sum insured then insurers will only pay (in addition to the sum insured) that proportion of the legal expenses as the sum insured bears to the loss.

**Third Party Interests:** This policy will only provide cover for your interest and does not cover the interests of any third party (e.g. financiers, lessors, etc) unless the interests of the third party are noted in the policy.

**Waiver of Insurer’s Rights:** You must not enter into any agreement without the written authority of the insurer whereby any of their rights to which they become entitled as your insurer after settling or agreeing to settle a claim are prejudiced or limited in any way otherwise all benefit under the policy will be forfeited.
Notes

1 All enquiries to be referred to University of Sydney
   Telephone no (+61) 2 9253 8106 angela.san.diego@aon.com

2 CLAIMS
   (a) No admission of liability or fault may be made in any form to a claimant. To do so may breach the policy
       conditions and enable insurers to avoid settlement.
   (b) Any notice of a potential or actual claim must be referred immediately to Audit and Risk Management as
       noted above.

3 Nothing herein shall be construed to alter in any way the scope of insurance policy, its terms, conditions or exclusions,
   issued by insurers.

4 The University is not liable to the Insured Party in the event a claim is not paid or payable by Insurers unless the
   University fails to take reasonable steps to advise that the cover is or is likely to be cancelled or not renewed.

5 The University is not an Australian Financial Services (AFS) Licence holder. The University is not providing financial
   product advice, has not considered the particular needs of the Insured party and no statement is intended to
   influence a person or persons making a decision in relation to any insurance cover. You should consider obtaining
   your own financial product advice from a person holding the appropriate AFS licence.

The details listed above are not comprehensive and are provided as an outline for the policy only. Extracts
from the policy are available for inspection on request at University’s Registered Offices during office hours.
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