

INSURANCE OF ITEMS BELONGING TO THIRD PARTIES

Section	Physical Resources		
Approval Date	08.06.09	Approved by	Directorate
Next Review	As required	Responsibility	Director of Finance and Corporate Services
Key Evaluation Question	6	ITPNZ Quality Standard	3

POLICY

Nelson Marlborough Institute of Technology (NMIT) insurance coverage, covers assets owned by NMIT, both on NMIT property and where appropriate at other locations as agreed by Heads of School or Support Team Leaders / Managers.

NMIT insurance extends also to cover items owned personally by NMIT staff and being used in the course of the staff member's employment on the basis of a written agreement and equipment schedule authorised their Head of School or Support Team Leader /Manager.

NMIT material damage insurance cover has an excess of \$5,000 per claim, that will be applied to all claims.

All claims made for personal items will need to be reviewed and approved by the Director of Finance and Corporate Services. Evidence of the written agreement as above will be required to support the staff members claim.

Insurance for student owned materials is nil and insurance is the responsibility of the students themselves.