



Your Travel Insurance Policy

Single Trip · Annual Multi Trip · Long Stay · Gap Year

2017

Master Policy Number: RTYCD40026-02

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Summary of cover

The table shows the maximum benefits you can claim and the policy excess applicable for each trip, for each insured person (unless otherwise stated). Some sections are optional - your policy schedule will show if you selected any of these options. Please refer to each individual section for any sub-limits that may apply.

Section	Cover	Bronze		Silver		Gold		Platinum	
		Up to	Policy excess	Up to	Policy excess	Up to	Policy excess	Up to	Policy excess
Golf Plus (Optional)									
21	Green fees	£250	Nil	£250	Nil	£250	Nil	£250	Nil
22	Golf equipment hire	£200 (£35 per day)	Nil	£200 (£35 per day)	Nil	£200 (£35 per day)	Nil	£200 (£35 per day)	Nil
23	Golf equipment	£1,500	£125	£1,500	£95	£1,500	£65	£1,500	Nil
24	Hole-in-one	£75	Nil	£75	Nil	£75	Nil	£75	Nil
Business Plus (Optional)									
25	Business goods or equipment	£1,000	£125	£1,000	£95	£1,000	£65	£1,000	Nil
	Business samples	£500	£125	£500	£95	£500	£65	£500	Nil
	Single article limit	£750	£125	£750	£95	£750	£65	£750	Nil
26	Business equipment delay	£500 (£100 per day)	Nil	£500 (£100 per day)	Nil	£500 (£100 per day)	Nil	£500 (£100 per day)	Nil
27	Business equipment hire	£750 (£150 per day)	Nil	£750 (£150 per day)	Nil	£750 (£150 per day)	Nil	£750 (£150 per day)	Nil
	Emergency courier of essential business equipment	£300	£125	£300	£95	£300	£65	£300	Nil
29	Business money	£1,000	£125	£1,000	£95	£1,000	£65	£1,000	Nil
	Cash limit	£500	£125	£500	£95	£500	£65	£500	Nil
29	Replacement staff	£1,500	£125	£1,500	£95	£1,500	£65	£1,500	Nil
Wedding / Civil Partnership Plus (Optional)									
30	Wedding rings (per person)	£250	£125	£250	£95	£250	£65	£250	Nil
	Wedding attire (per person)	£1,000	£125	£1,000	£95	£1,000	£65	£1,000	Nil
	Wedding gifts	£1,000	£125	£1,000	£95	£1,000	£65	£1,000	Nil
	Gift cash limit	£150	£125	£150	£95	£150	£65	£150	Nil
	Single article limit	£300	£125	£300	£95	£300	£65	£300	Nil
	Wedding photographs or video recording	£750	£125	£750	£95	£750	£65	£750	Nil
Cruise Plus (Optional - Single Trip and Annual Multi Trip only)									
31	Missed port	£300 (£50 per port)	Nil	£300 (£50 per port)	Nil	£300 (£50 per port)	Nil	£300 (£50 per port)	Nil
32	Stateroom / Cabin confinement	£300 (£50 per complete day)	Nil	£300 (£50 per complete day)	Nil	£300 (£50 per complete day)	Nil	£300 (£50 per complete day)	Nil
33	Unused pre-booked excursions	£300	Nil	£300	Nil	£300	Nil	£300	Nil
34	Itinerary change	£300 (£50 per change)	Nil	£300 (£50 per change)	Nil	£300 (£50 per change)	Nil	£300 (£50 per change)	Nil
35	Cruise connection	£1,500	Nil	£1,500	Nil	£1,500	Nil	£1,500	Nil
Winter Sports (Optional)									
36	Ski equipment	£500	£125	£500	£95	£500	£65	£1,200	Nil
	Hired ski equipment	£250	£125	£250	£95	£250	£65	£600	Nil
37	Ski equipment hire	£300 (£15 per day)	Nil	£300 (£15 per day)	Nil	£300 (£15 per day)	Nil	£500 (£25 per day)	Nil
38	Ski pack	£500	Nil	£500	Nil	£500	Nil	£500	Nil
	lost lift pass	£200	Nil	£200	Nil	£200	Nil	£200	Nil
39	Piste closure	£200 (£20 per day)	Nil	£200 (£20 per day)	Nil	£200 (£20 per day)	Nil	£500 (£75 per day)	Nil
40	Avalanche or landslide	£150 (£30 per day)	Nil	£150 (£30 per day)	Nil	£150 (£30 per day)	Nil	£500 (£75 per day)	Nil
Gap Year - Gold plus cover (Optional)									
41	Course fees	No cover	n/a	No cover	n/a	£2,000	£65	No cover	n/a
42	Computer equipment	No cover	n/a	No cover	n/a	£1,000	£65	No cover	n/a

About our travel insurance services

Please find below the terms that apply for customers who are arranging their travel insurance through us with the insurer.

About us

Topdog Insurance, a division of Citybond Holdings Ltd, 109 Elmers End Road, Beckenham, Kent, BR3 4SY, which is authorised and regulated by the Financial Conduct Authority (FCA) to transact general insurance business. Citybond's FCA Registration number is 312208. You can check this information by visiting the Financial Services Register at <https://register.fca.org.uk/> or by contacting their consumer helpline on 0300 500 8082.

Our travel insurance products & service

This travel insurance is suitable for those who wish to insure themselves when travelling in respect of medical emergencies, cancellation, losses to baggage or money, personal liability and similar expenses incurred from their travel.

We only offer travel insurance products from a single insurer. We do not give advice or make personal recommendations in connection with any travel insurance product. However, we will ask you questions in order to provide you with a quotation, leaving you to make your own decision as to how you wish to proceed and whether this product fulfils your specific insurance requirements.

Insurance premiums & fees

We collect and hold insurance premiums as agent of the insurer. When we provide you with a quotation, we will tell you about any fees which may apply in addition to the insurance premium. The fees shown are current at the time of printing but we do reserve the right to vary them if necessary.

We may charge the following fees:

- Policy Issue £1.80 per person
 - Policy cancellation within 14 days £9 per policy
 - Policy cancellation outside of 14 days £15 per policy
- (please refer to the General conditions applicable to the whole policy on pages 13-14)
- Information provision under the Data Protection Act £10 per request

Your duty of disclosure

It is important that you provide us and/or your insurers with any information likely to affect the assessment and acceptance of your travel insurance. Where we ask for information please make sure it is accurate and let us know if there are any changes on an on-going basis. Please ensure you read the terms and conditions carefully to ensure that you are aware of the information that we and/or insurers will require relating to the travel cover we are arranging for you. If you are in any doubt as to whether information is relevant then you should call and discuss it with us and/or your insurers.

If you have arranged a policy and you declare details of your change in health after the date you bought your policy we reserve the right to charge an additional premium to allow cover to continue, add further terms and conditions to your policy or exclude cover for claims arising from the change in health.

If we are not able to provide cover for the change in circumstances or if you do not wish to pay the additional premium which is necessary to allow cover to continue, you will be entitled to make a claim under Section 1 (Cancellation) for your irrecoverable travel and accommodation costs. Alternatively, you will be entitled to cancel your policy, in which case, we may refund a proportionate amount of your premium.

Complaints procedure

We recognise the importance of service and set ourselves high standards. Should there be an occasion when we do not meet your expectations, we are equally committed to dealing with any complaint in a thorough and professional manner.

If you wish to make a complaint about the sale of your policy, please contact us:

In writing, addressed to
Customer Care Manager, Topdog Insurance,
109 Elmers End Road, Beckenham, Kent BR3 4SY; or
By email to quality@topdoginsurance.co.uk

If you cannot settle your complaint with us, you will be entitled to refer it to the Financial Ombudsman Service.

Financial Services Compensation Scheme (FSCS)

We are covered by the Financial Services Compensation Scheme (FSCS).

You may be entitled to compensation from the scheme in the unlikely event we cannot meet our obligations to you.

This depends on the type of insurance and the circumstances of the claim.

Further information about the compensation scheme arrangements is available from the FSCS (www.fscs.org.uk).

Your cancellation rights

If you wish to cancel your policy please refer to the General conditions applicable to the whole policy on pages 13-14 where your cancellation rights are explained, alternatively please contact us on info@topdoginsurance.co.uk or telephone 0330 123 5677.

Policy summary

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This policy summary does not contain full details and conditions of your insurance – these are located in your policy wording starting on page 9.

This insurance is Underwritten by Union Reiseversicherung AG, UK. Union Reiseversicherung AG are authorised by BaFin and subject to limited regulation by the Financial Conduct Authority. URV, Branch Office of Union Reiseversicherung AG for the United Kingdom and the Republic of Ireland Registered in England & Wales. Company No. FC024381 Branch No. BR006943A public body corporate with limited liability. Registered Office: Maximilian Strasse 53, D-80530 Munich, Germany. Registered with Amtsgericht Munich, Germany Registered Number: HRB 137918 Union Reiseversicherung AG are authorised in Germany by BaFin and subject to limited regulation in the United Kingdom by the Financial Conduct Authority and in the Republic of Ireland by the Insurance Regulator. Union Reiseversicherung AG are members of the Financial Services Compensation Scheme.

You can check this information on the Financial Services Register by visiting the website <https://register.fca.org.uk/> or by phoning 0300 500 8082.

Type of insurance and cover

Travel insurance for Single or Annual Multi-Trip – please refer to your policy schedule for your selected cover.

Various optional covers may also be included – your policy schedule will show if you selected these options.

Age eligibility

This policy is not available to anyone aged 86 years or over if Annual Multi-Trip or Single Trip cover is selected. If you reach the age of 86 years during the period of insurance, cover will continue until the next renewal date but not thereafter.

If Long Stay cover is selected, this policy is not available to anyone aged 76 years or over.

If Gap Year cover is selected, this policy is not available to anyone aged 46 years or over.

If optional Winter Sports cover is selected, this policy is not available to anyone aged 66 years or over.

All ages are at the date of application, not date of departure.

Conditions

You are travelling with the intention to return to the United Kingdom, Channel Islands or BFPO within your trip dates unless an extension has been agreed with us and we have confirmed this in writing.

It is essential that you refer to the 'Important conditions relating to health' section in the policy wording as failure to comply with these conditions may jeopardise your claim or cover.

If you are travelling to Australia and you require medical treatment you should enrol with a local Medicare office.

Special conditions apply to each section of your policy – please refer to the policy wording for full details.

Significant features and benefits

All insured persons are covered to travel independently.

War risks, civil commotion and terrorism – cover for these events is only provided under Section 2 – Emergency medical and other expenses, Section 3 – Hospital benefit and Section 4 – Personal accident (unless caused by nuclear, chemical or biological attack) – Please see paragraph 1. in the 'General exclusions – applicable to all sections of the policy' in the policy wording for full details.

Significant or unusual exclusions or limitations

The standard excesses and any increased amount you have agreed to pay will be shown within your policy wording or on the policy schedule.

Any trip that has already begun when you purchase this insurance will not be covered, except where this policy replaces or you renew an existing Annual Multi-Trip policy which fell due for renewal during the trip.

General exclusions applicable to all sections of the policy

A number of sports, activities and Winter Sports are excluded – Please see paragraphs 5, 6 and 7 in the General exclusions in the policy wording.

Climbing on or jumping from vehicles, buildings or balconies regardless of the height.

You drinking too much alcohol (a blood alcohol level that exceeds 0.19% – approximately 4 pints or 4 glasses of wine) resulting in a claim. Wilful, self inflicted injury (except where it is to save human life), suicide, drug use or solvent abuse.

Unlawful actions or any criminal proceedings brought against you (this does not apply to Section 14 – Incarceration abroad)

Travel to a country, specific area or event which the Foreign and Commonwealth Office (www.fco.gov.uk) or the World Health Organisation (www.who.int) has advised against all travel or all but essential travel (this does not apply to Section 1 – Cancellation, curtailment and trip interruption charges if the date the trip was booked or the policy was purchased before the date the advice was issued).

Health conditions

We will not pay claims if at the time of taking out this insurance and/or, for Annual Multi-Trip policies prior to the booking of any individual trip you;

- are receiving or waiting for hospital tests or treatment for any condition or set of symptoms that have not been diagnosed;
- are travelling against the advice of a medical practitioner or travelling to get medical treatment abroad;
- have been told about a terminal condition.

We will not pay claims if your medical condition changes between the date you bought the policy and the date you book each trip (if you have arranged an Annual Multi-Trip policy) unless you tell Topdog Insurance about the change in your medical condition and they accept that change for cover.

Important limitations – Cancelling and cutting short your holiday

This policy will not cover any claims under Section 1 (Cancellation, curtailment or trip interruption) that result directly from any existing medical condition which started before your policy started, or before your trip was booked, and that effects:

- a close relative or close business associate who is not travelling and is not insured under this policy;
- someone travelling with you who is not insured under this policy; or
- a person you plan to stay with on your trip.

They will not be covered if during the 90 days before this policy started or your trip was booked, they:

- needed surgery, inpatient treatment or hospital consultations;
- needed any treatment or prescribed medication; or
- were on a waiting list for, or knew they needed surgery, inpatient treatment or tests at any hospital or clinic; or
- had been diagnosed with a terminal condition.

You should also refer to the General exclusions on pages 16-17.

Returning early to your home area

We must agree for you to return to your home area (or your final country of a one-way trip) under Section 2 (Emergency medical expenses) or Section 1 (Cancellation, curtailment or trip interruption charges). If we do not agree, we will not provide cover and may reduce the amount we pay you to return to your home area (or the final country of a one-way trip).

Pregnancy and childbirth

Our policies include emergency medical expenses cover for pregnancy and childbirth from week 0 to week 28 inclusive whilst you are away. From the start of week 29 to week 40 of the pregnancy, there is no cover for claims relating to normal pregnancy and normal childbirth or cancellation, however, medical expenses and cancellation cover will be provided if any of the following complications arise: Toxaemia, Gestational diabetes, Gestational hypertension, Ectopic pregnancy, Post-partum haemorrhage, Pre-eclampsia, Molar pregnancy or hydatidiform mole, Retained placenta membrane, Placental abruption, Hyperemesis gravidarum, Placenta praevia, Stillbirth, Miscarriage, Emergency Caesarean, A termination needed for medical reasons, Premature birth more than 12 weeks (or 16 weeks if you know you are having more than one baby) before the expected delivery date.

Please note we will not cover denial of boarding by your carrier so you should check that you will be able to travel with the carrier/airline in advance. It is essential, if at the time of booking your trip you are aware that you are pregnant, that you ensure that you are able to have the required vaccinations for that trip; no cover will be provided for cancellation in the event that, after booking you discover travel is advised against, or you are unable to receive the appropriate and required vaccinations for that country.

Excesses

Under most sections of this policy you have to pay the first part of any claim. This is called an excess. All excesses shown for this policy are payable by each insured-person, per section and for each incident giving rise to a separate claim. This amount is shown under each of the sections where it applies. Your excess may be increased to include existing medical conditions confirmed in writing by us. The increased excess will apply to all persons insured on the policy whose claim has been caused by the declared medical condition.

Property claims

The Baggage section only covers items that belong to you, is not 'new for old' and an amount for age, wear and tear and depreciation will be deducted.

You can find full details of the wear and tear scale published on the Travel Claims Facilities website at www.tif-plc.co.uk/wearandtear.

Exclusions under Section 1 – Cancellation, curtailment or trip interruption charges

Redundancy caused by misconduct, resignation, voluntary redundancy or where you received a warning or notification of redundancy before you purchased this insurance or at the time of booking any trip.

Any circumstances known to you before you purchased this insurance or at the time of booking any trip that could reasonably be expected to give rise to a claim.

More than the proportionate cost of your trip and any claim against the policy (all sections) where you have not insured for the full cost of your trip.

Exclusions under Section 2 – Emergency medical and other expenses

Treatment or surgery which, in the opinion of the Emergency Assistance Facilities in conjunction with your treating doctor, can wait until your return to your home area.

Medication which, prior to departure, is known to be required.

Expenses incurred as a result of a tropical disease where you have not had the NHS recommended inoculations and/or taken the NHS recommended medication.

Exclusions under Section 3 – Hospital benefit

Hospitalisation, compulsory quarantine or confinement to your accommodation as a result of a tropical or other disease where you have not had the NHS recommended inoculations and/or taken the NHS recommended medication.

Exclusions under Section 5 – Baggage

Valuables left unattended at any time unless in a hotel safe, safety deposit box or in your locked accommodation.

Contact or corneal lenses, hearing aids, dental or medical fittings, ski equipment and other items are excluded – See your policy wording for the full list.

The usage of drones. (See policy definition on page 11).

Exclusions under Section 6 – Personal money, passport and documents

Personal money or your passport or visa left unattended at any time unless in a hotel safe, safety deposit box or in your locked accommodation.

Loss or theft of traveller's cheques where you have not complied with the issuing agent's conditions.

Exclusions under Section 7 – Personal liability

Pursuit of any trade, business or profession, or the ownership, possession or use of mechanically propelled vehicles, aircraft or watercraft.

Exclusions under Section 8 – Delayed departure and abandonment

Strike, industrial action, air traffic control delay or adverse weather conditions existing or being publicly announced or forecast by the date you purchased this insurance or at the time of booking any trip.

Claims arising directly from volcanic eruptions and/or volcanic ash clouds.

Exclusions under Section 9 – Missed departure

Strike, Industrial action or adverse weather conditions existing or being publicly announced or forecast by the date you purchased this insurance or at the time of booking any trip.

Your failure to arrive at the departure point in time to board any connecting public transport after your departure on the initial international outbound and return legs of the trip.

Claims arising directly from volcanic eruptions and/or volcanic ash clouds.

Exclusions under Section 10 – UK departure assistance and missed UK connection

Strike, industrial action or adverse weather conditions existing or being publicly announced or forecast by the date you purchased this insurance or at the time of booking any trip.

Exclusions under Section 12 – Extended kennel and/or cattery fees

Claims arising from your bodily injury or illness that is not covered under Section 12 – Emergency medical and other expenses.

Exclusions under Section 13 – Hijack and kidnap

Any claim arising out of any act(s) by you which would be considered an offence by a court of the United Kingdom if they had been committed in the United Kingdom.

Any claim where the detainment, internment, hijack or kidnap of you has not been reported to or investigated by the Police or local authority.

Exclusions under Section 14 – Incarceration abroad

Any costs incurred by you in relation to your imprisonment.

Exclusions under Section 15 – Scheduled airline failure

Any expense following your disinclination to travel or to continue with your trip or loss of enjoyment on your trip.

Any form of travel delay or other temporary disruption to your trip.

Your scheduled airline is in administration or, in the USA and Canada, in Chapter 11 at the time of taking out your policy.

Exclusions under Sections 36, 37, 38, 39 and 40

A deduction for wear, tear and depreciation will be made on ski equipment – see table in Section 36 – Ski equipment.

Exclusions under Section 41 – Course fees

Any claim unless the college confirms in writing that the course or any part of it needs to be repeated.

Exclusions under Section 42 – Computer equipment

Computer equipment left unattended at any time unless in a hotel safe, safety deposit box or in your locked accommodation.

Duration

This is an annually renewable or short trip policy – please refer to your policy schedule for your selected cover.

Cancellation rights

If you wish to cancel your policy please refer to the General conditions applicable to the whole policy on pages 13-14 where your cancellation rights are explained, alternatively please contact us on info@topdoginsurance.co.uk or telephone 0330 123 5677.

Claim notification

To make a claim telephone 0203 824 0714.

Complaints procedure

If you have a complaint about the sale of your policy, in the first instance, please write to:

Customer Care Manager, Topdog Insurance, 109 Elmers End Road, Beckenham, Kent, BR3 4SY or

By email to quality@topdoginsurance.co.uk

If you would like to complain about the outcome of your claim, or assistance provided, please forward details of your complaint in the first instance as follows:

Write to the Branch Manager, URV, 1 Tower View, Kings Hill, West Malling, Kent, ME19 4UY who will review the claims office decision, or e-mail complaints@tif-plc.co.uk

If you are still not satisfied with the way we have handled your complaint, you may then take your complaint to the Financial Ombudsman Service who will investigate your complaint.

Insurance Division, The Financial Ombudsman Service, Exchange Tower, London, E14 9SR or

By phone 0300 123 9123 or email complaint.info@financial-ombudsman.org.uk

You are also able to use the EC On-line Dispute Resolution (ODR) platform at <http://ec.europa.eu/consumers/odr/> who will notify The Financial Ombudsman Service on your behalf.

Financial Services Compensation Scheme (FSCS)

The insurer is covered by the Financial Services Compensation Scheme. This provides compensation in case any of its members go out of business or into liquidation and are unable to meet any valid claims under its policies. Further information can be obtained from the Financial Services Compensation Scheme (www.fscs.org.uk) or by contacting the FSCS at 10th Floor, Beaufort House, 15 St Botolph Street, London EC3A 7QU or by calling 0800 678 1100 or 020 7741 4100.

Automatic renewals for Annual Multi-Trip policies

How does this work?

To ensure you have continuous cover, we will write to you at least 3 weeks before your policy is due to expire and tell you about the new premium, including any Loyalty Discount and any changes to the policy terms and conditions. If you are happy with the renewal information, you do not need to contact us as we will automatically collect your premium and renew your policy.

When will my renewal payment be taken?

Payment will be taken from the original credit or debit card immediately before the renewal date. Please note that, for security, we do not store any credit or debit card details and we will simply ask the bank that holds your payment details to charge the relevant premium to your card on the renewal date.

What happens if I need to make changes?

We will remind you to tell us about any changes to your personal circumstances, including any medical conditions that you may have told us about before. If you arranged cover for any medical conditions, you will need to tell us about them again (including any new medical conditions that you now have), if you still want cover for them. If you would like to make any changes to the policy, please contact us by email on info@topdoginsurance.co.uk or by calling 0330 123 5677.

My credit / debit card used last year has now expired

If your credit / debit card has expired since you last purchased your policy, we will contact you at least 3 weeks before your policy ends to renew, either online or by telephone.

What if I have changed my mind?

If you do not want us to automatically renew your policy, all you need to do is contact us by email on info@topdoginsurance.co.uk or by calling 0330 123 5677 and let us know before your renewal date.

Policy Wording

This contract of insurance is made between You and the **Insurer** (Union Reiseversicherung AG UK) who will provide the services and benefits described in this policy.

This is **your** travel insurance policy. It contains details of cover, conditions and exclusions relating to each **insured person** and is the basis on which all claims will be settled. It is validated by the issue of the schedule which **we** recommend be attached to the policy.

In return for having accepted **your** premium, **we** will, in the event of **bodily injury**, death, illness, disease, loss, theft, damage, legal liability or other specified events happening within the **period of insurance**, provide insurance in accordance with the operative sections of **your** policy as referred to in **your** schedule.

The schedule and any endorsements are all part of the policy. **Your** policy is evidence of the contract of insurance.

This policy is only available to **you** if **you** are permanently resident in the **United Kingdom, Channel Islands or British Forces Posted Overseas**, and have been for the past six months prior to the date of issue, and are registered with a **medical practitioner** in the **United Kingdom, Channel Islands or British Forces Posted Overseas**.

The Law applicable to this policy

You and **we** can choose the law which applies to this policy. **We** propose that English Law applies. Unless **we** and **you** agree otherwise English law will apply to this policy.

Policy excess

Please refer to the section under which the claim is being made for full details of the policy excess applicable.

Helplines

Please carry this policy with **you** in case of an emergency.

Details of the helplines can be found at the foot of each policy section and on the back page of the policy.

If **you** would like more information or if **you** feel the insurance may not meet **your** needs, visit www.topdoginsurance.co.uk

Union Reiseversicherung AG

This insurance is Underwritten by Union Reiseversicherung AG, UK. Union Reiseversicherung AG are authorised by BaFin and subject to limited regulation by the Financial Conduct Authority. URV, Branch Office of Union Reiseversicherung AG for the United Kingdom and the Republic of Ireland Registered in England & Wales. Company No. FC024381 Branch No. BR006943A public body corporate with limited liability. Registered Office: Maximilian Strasse 53, D-80530 Munich, Germany. Registered with Amtsgericht Munich, Germany Registered Number: HRB 137918 Union Reiseversicherung AG are authorised in Germany by BaFin and subject to limited regulation in the United Kingdom by the Financial Conduct Authority and in the Republic of Ireland by the Insurance Regulator. Union Reiseversicherung AG are members of the Financial Services Compensation Scheme.

You can check this information on the Financial Services Register by visiting the website <https://register.fca.org.uk/> or by phoning 0300 500 8082.

Definitions

These definitions apply throughout **your** policy booklet. Where **we** explain what a word means, that word will appear highlighted in bold print and have the same meaning wherever it is used in the policy. **We** have listed the definitions alphabetically.

BFPO

British Forces Posted Overseas

Back country

Skiing in terrain which are in remote areas away from groomed pistes, not within ski boundaries and outside of patrolled resort boundaries, this includes terrain that has been accessed by a ski lift but then requiring a hike, ski, climb or skidoo to reach areas of side country or back country.

Baggage

means luggage, clothing, personal effects, **valuables** and other articles (but excluding **ski equipment**, and **personal money** and documents of any kind) which belong to **you** (or for which **you** are legally responsible) which are worn, used or carried by **you** during any **trip**.

Bodily injury

means an identifiable physical injury caused by sudden, unexpected, external and visible means including injury as a result of unavoidable exposure to the elements.

Business goods or equipment

means items used by **you** and which belong to **you** in support of **your** business activity including office equipment which is portable by design including, but not restricted to, personal computers, telephones and calculators.

Channel Islands

Jersey, Guernsey, Alderney, Sark, Herm, Jethou, Brecqhou and Lihou.

Change in medical condition

You must tell Healthscreen247 about any changes that take place between the date **you** bought **your** policy and the date **you** booked a trip. This includes:

- any new treatment or prescribed medication;
- any changes to treatment or prescribed medications, including changes in dosages; and
- any new sickness, condition, illness or injury which **you** needed to ask for medical advice.

Close business associate

means any person whose absence from business, for one or more complete days at the same time as **your** absence, prevents the proper continuation of that business.

Close relative

Spouse or partner who you are living together with, parents, grandparents, legal guardians, foster child, parents-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, step-parents, step-child, step-brother, step-sister, aunt, uncle, brother, sister, child, grandchild, niece, nephew, or fiancé(e)

Complications of pregnancy and childbirth

Our policies include emergency medical expenses cover for pregnancy and childbirth from week 0 to week 28 inclusive whilst **you** are away. From the start of week 29 to week 40 of the pregnancy, there is no cover for claims relating to normal pregnancy and normal childbirth or cancellation, however, medical expenses and cancellation cover will be provided if any of the following complications arise:

Toxaemia, Gestational diabetes, Gestational hypertension, Ectopic pregnancy, Post-partum haemorrhage, Pre-eclampsia, Molar pregnancy or hydatidiform mole, Retained placenta membrane, Placental abruption, Hyperemesis gravidarum, Placenta praevia, Stillbirth, Miscarriage, Emergency Caesarean, A termination needed for medical reasons, Premature birth more than 12 weeks (or 16 weeks if **you** know **you** are having more than one baby) before the expected delivery date.

Please note **we** will not cover denial of boarding by **your** carrier so **you** should check that **you** will be able to travel with the carrier/airline in advance. It is essential, if at the time of booking **your trip you** are aware that **you** are pregnant, that **you** ensure that **you** are able to have the required vaccinations for that **trip**; no cover will be provided for cancellation in the event that, after booking **you** discover travel is advised against, or **you** are unable to receive the appropriate and required vaccinations for that country.

Connecting flights

We provide cover for the first part of **your** outward and final part of **your** return journey of **your trip**. No cover is provided for any claim under Section 8 – Delayed departure or Section 9 – Missed departure which relates to onward/connecting flights, unless the optional Travel Disruption cover has been purchased.

Couple

You and **your** husband / wife / civil partner / spouse or partner who **you** are living with at the same address as **you**. Each **Insured person** is covered to travel independently.

Cruise

A pleasure voyage of more than 72 hours duration, sailing as a passenger on a purpose built ship on sea/s or oceans and includes stops at various ports.

Curtailed/Curtail/Curtailed

means either:

- abandoning or cutting short the **trip** by direct early return to **your home area**, in which case claims will be calculated from the day **you** returned to **your home area** and based on the number of complete days of **your trip you** have not used, or
- by attending a hospital outside **your home area** as an in-patient or being confined to **your** accommodation abroad due to compulsory quarantine or on the orders of a **medical practitioner**, in either case for a period in excess of 48 hours. Claims will be calculated from the day **you** were admitted to hospital or confined to **your** accommodation and based on the number of complete days for which **you** were hospitalised, quarantined or confined to **your** accommodation.

Departure point

means the international airport, train station or port where **your trip to your** destination begins and where the final part of **your trip** back to **your home** begins.

Drones

Un-manned aerial vehicle

Emergency Assistance Facilities

Provides the 24 hours/365 day medical repatriation and assistance services on behalf of Travel Insurance Facilities, UK branch of Union Reiseversicherung AG.

Family cover

means up to two adults and any number of their children, step children, foster children or grandchildren aged under 18. Each **insured person** is covered to travel independently.

Geographical area(s)

means the countries of the area (shown below) for which **you** have paid the appropriate premium, except those countries or parts of countries where the Foreign & Commonwealth Office (FCO) or the World Health Organisation (WHO) has advised against travel, as specified on **your** schedule.

United Kingdom: including Great Britain, Northern Ireland and the Isle of Man.

Europe: Albania, Andorra, Armenia, Austria, Azerbaijan, Belgium, Belarus, Bosnia-Herzegovina, Bulgaria, **Channel Islands**, Croatia, Cyprus, Czech Republic, Denmark (including Faroe Islands), Estonia, Finland, France (including Corsica), Georgia, Germany, Gibraltar, Greece (including Greek Islands), Hungary, Iceland, Ireland, Italy (including Aeolian Islands, Sardinia & Sicily), Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway (including Jan Mayen, Svalbard Islands), Poland, Portugal (including Azores & Madeira), Romania, Russia (European), San Marino, Serbia (including Kosovo), Slovakia, Slovenia, Spain (including Balearic and Canary Islands), Sweden, Switzerland, Turkey, Ukraine, **United Kingdom** and Vatican City.

Australia & New Zealand: Mainland Australia, Tasmania, New Zealand and their dependencies.

Worldwide excluding USA, Canada & the Caribbean: Worldwide, excluding United States of America, Canada and all islands in the Caribbean Sea and the Bahamas.

Worldwide including USA, Canada & the Caribbean: All countries worldwide.

Healthscreen247

Healthscreen247, a division of Citybond Holdings Ltd, provides the medical screening service to TopDog Insurance.

Home

means **your** normal place of residence in the **United Kingdom, Channel Islands or BFPO**.

Home area

for residents of the **United Kingdom** excluding the Isle of Man and **Channel Islands**, **your home area** means the **United Kingdom** excluding the Isle of Man and **Channel Islands**.

For residents of the Isle of Man or **Channel Islands**, **your home area** means either the **Channel Islands** or the Isle of Man depending on where **your home** is. (Please note that for the purpose of this insurance each of these areas is defined as a separate area of residence).

For residents at a **BFPO** address, **your home area** is the country in which you are posted overseas.

Manual work

Work involving the lifting or carrying of heavy items in excess of 25Kg, work at a higher level than two storeys, or any form of work underground.

We will provide cover for manual labour that is voluntary, for a charity registered under the Charity Commission in England and Wales, the Scottish Charity regulator or the Department for Social Development in Northern Ireland and where **you** will not earn any money. In these situations, **you** will not be covered for work that involves installing, putting together, maintaining, repairing or using heavy electrical, mechanical or hydraulic machinery. **You** will not be covered when **you** are working more than two storeys above the ground, and cover for personal accident and personal liability is not included. If **you** injure **yourself** during voluntary work, the policy excess under Section 2 (Emergency Medical and other expenses) will be increased to £250.

Medical condition(s)

means any disease, illness or injury, including psychological conditions.

Medical practitioner

means a registered practising member of the medical profession recognised by the law of the country in which they are practising, who is not related to **you** or any person who **you** are travelling with.

Off-Piste

Skiing within ski area boundaries, off marked and groomed pistes and in-between groomed trails and runs, where ski lifts and emergency services are easily accessible and ending back at a ski area lift. Not including **back country** or areas marked or prohibited from entry.

On-Piste

Piste skiing, including skiing on areas in and around the resort, but off the actual marked pistes, such as skiing on a hillside between marked pistes, or skiing down slopes adjacent to marked runs, but always finishing at the bottom of tows or lifts within the resort and never in areas cordoned off or restricted. All other areas are considered as 'off piste'.

One-way trip

means a **trip** or journey made by **you** within the countries of the **geographical areas**, during the **period of insurance**, but with cover under this policy ceasing 12 hours after the time **you** first leave the immigration control of the country in which **your** final destination is situated.

Period of insurance

Under these policies, Section 1 – Cancellation cover shall be operative from the time **you** pay the premium except for Annual Multi-Trip policies where cover shall be operative from the start date stated on the schedule or the time of booking the **trip** (whichever is the later) and terminates on commencement of any **trip** or expiry of the policy (whichever is the earlier).

For all other sections of the policy, whichever cover is selected, the insurance starts when **you** leave **your home** or **your** place of business in **your home area** (whichever is the later) to start the **trip** and ends at the time of **your** return to **your home** or place of business in **your home area** (whichever is the earlier) on completion of the **trip**.

However, any **trip** that had already begun when **you** purchased this insurance will not be covered, except where this policy replaces or **you** renew an existing Annual Multi-Trip policy which fell due for renewal during the **trip**.

The **period of insurance** is automatically extended (medical expenses only) for the period of the delay in the event that **your** return to **your home area** is unavoidably delayed due to an event insured by this policy.

Annual Multi Trip

means the period for which **we** have accepted the premium as stated in the schedule. During this period any **trip** not exceeding the number of days shown below is covered:

- 50 days for each **insured person** up to and including 65 years of age. This is extendable up to 100 days upon payment of an additional premium.
- 35 days for each **insured person** aged between 66 and 75 years of age inclusive. This is extendable to 50 days upon payment of an additional premium.
- 35 days for each **insured person** aged between 76 and 85 years of age inclusive. This is not extendable.
- Winter Sports cover may be included up to 17 days during the period of insurance for each **insured person** aged up to and including 65 years of age upon payment of the appropriate premium.

Single Trip

means the period of the trip and terminating upon its completion or your return to your home area (whichever is earlier) but not in any case exceeding the period shown in the schedule.

Bronze cover:

31 days for each **insured person** up to 85 years of age.

Silver, Gold and Platinum cover:

- For each **insured person** aged 75 years and under, the maximum **trip** duration is 100 days.
- For each **insured person** aged between 76 and 85 years, the maximum **trip** duration is 31 days.

Under these policies, Section 1 – Cancellation cover shall be operative from the time **you** pay the premium.

Long Stay

means the period of the **trip** and terminating upon its completion or **your** return to **your home area** (whichever is earlier), but not in any case exceeding the period shown in the schedule.

Maximum trip duration (months)	18-65 years	66-70 years	71-75 years
Europe	Gold - 12 Silver - 6	Gold - 12 Silver - 6	Gold - 12 Silver - 6
Worldwide excluding USA, Canada & Caribbean	Gold - 12 Silver - 6	Gold - 9 Silver - 6	Gold - 6 Silver - 6
Worldwide including USA, Canada & Caribbean	Gold - 12 Silver - 6	Gold - 6 Silver - 6	Gold - 4 Silver - 4

Gap Year

means the period of the **trip** and terminating upon its completion, but not in any case exceeding the period shown in the schedule.

- For **insured persons** aged up to and including 45 years of age the maximum duration shall not exceed 18 months.

Note: In the event that **you** return temporarily, and not exceeding 14 days, to **your home** during the **period of insurance**, the cover under the policy will cease upon **your arrival home** and not be re-instated until departure from **your home**. Any claim occurring during **your** stay within **your home area** will not be covered.

Personal money

means bank notes, currency notes and coins in current use, travellers' and other cheques, postal or money orders, pre-paid coupons or vouchers, travel tickets, event and entertainment tickets, phone cards, money cards and credit/debit or pre-pay charge cards all held for private purposes.

Public transport

means any publicly licensed aircraft, sea vessel, train, coach or bus on which **you** are booked or had planned to travel.

Redundancy

Being an employee where **you** qualify under the provision of the Employment Rights Acts, and who, at the date of termination of employment by reason of redundancy, has been continuously employed for a period of two years or longer and is not on a short term fixed contract.

Secure baggage area

means any of the following, as and where appropriate:

- The locked glove compartment, boot or luggage compartment of a motor vehicle
- The locked luggage compartment of a hatchback vehicle fitted with a lid closing off the luggage area, or of an estate car with a fitted and engaged tray or roller blind cover behind the rear seats
- The fixed storage units of a locked motorised or towed caravan
- A locked luggage box, locked to a roof rack which is itself locked to the vehicle roof.

Ski equipment

means skis and snowboards (including bindings), ski boots and ski poles.

Stopover

means that if **you** purchase a policy for Worldwide excluding USA, Canada and the Caribbean **you** are able to stopover in any country detailed in the **geographical area** of Worldwide including USA, Canada and the Caribbean for a limited period (as shown below), applicable to both the outward and return journey:

For Single Trip and Annual Multi-Trip policies, the permitted stopover time is 24 hours.

For Long Stay policies, the permitted stopover time is 72 hours.

For Gap Year policies, if **you** purchase a policy for Australia and New Zealand, **you** are able to stopover in any country detailed in the **geographical area** of Worldwide including USA, Canada and the Caribbean, applicable to both the outward and return journey for a limited period. The permitted stopover time is 72 hours.

Terrorism

means an act, including but not limited to the use of force or violence and/or the threat thereof, of any person or group(s) of persons, whether acting alone or on behalf of or in connection with any organisation(s) or governments, committed for political, religious, ideological or similar purposes including the intention to influence any government and/or to put the public, or any section of the public, in fear.

Travel Claims Facilities

Provides the claims services on behalf of Travel Insurance Facilities, UK branch of Union Reiseversicherung AG.

Trip

means any holiday (including cruises), business or pleasure trip or journey made by **you** within the **geographical areas** shown in the schedule which begins and ends in **your home area** during the **period of insurance**.

However any trip that had already begun when **you** purchased this insurance will not be covered, except where this policy replaces or **you** renew an existing Annual Multi-Trip policy which fell due for renewal during the trip.

In addition any trip solely within **your home area** under Annual Multi-Trip cover is only covered where **you** have pre-booked at least two nights' accommodation in a hotel, motel, holiday camp, bed and breakfast, holiday cottage or similar accommodation rented for a fee.

Each trip under Annual Multi-Trip cover is considered to be a separate insurance, with the terms, definitions, exclusions and conditions contained in this policy applying to each trip.

Unattended

means when **you** are not in full view of and not in a position to prevent unauthorised interference with **your** property or vehicle.

United Kingdom/UK

means England, Scotland, Wales, Northern Ireland and the Isle of Man.

Valuables

means photographic, and video equipment, and associated equipment of any kind; computer hardware and software; games consoles (Playstation, Gameboy, Nintendo, etc) accessories and games; personal organisers; televisions; portable video, audio and computer equipment (DVD, CD, mini-disc, MP3/4 players, iPods, iPads, computerised tablets, eBooks, Kindles etc) and all associated discs and accessories; spectacles; prescription sunglasses, telescopes; binoculars; jewellery; watches; furs; leather articles; precious stones and articles made of or containing gold, silver or other precious metals.

Vermin

means rats, mice, squirrels, owls, pigeons, foxes, bees, wasps or hornets.

We/Us/Our/Insurer

Union Reiseversicherung AG UK.

Winter Sports

Skiing, snowboarding and ice skating.

You/Your/Yourself/Insured Person(s)

mean each person travelling on a **trip** whose name appears on the policy schedule and for whom the appropriate premium has been paid, resident in the **United Kingdom, Channel Islands** or **BFPO** and has been for the past six months prior to the date of issue, and registered with a **medical practitioner** and at the date of application not being more than 85 years for Single Trip and Annual Multi-Trip cover, 75 years for Long Stay cover and 45 years for Gap Year cover.

General conditions applicable to the whole policy

You must comply with the following conditions to have the full protection of **your** policy.

If **you** do not comply, **we** may at **our** option cancel the policy or refuse to deal with **your** claim or reduce the amount of any claim payment.

Dual insurance

If, at the time of any incident which results in a valid claim under this policy, there is another insurance covering the same loss, damage, expense or liability, **we** will not pay more than **our** proportional share (not applicable to Section 4 – Personal accident).

Reasonable precautions

At all times **you** must take all reasonable precautions to avoid injury, illness, disease, loss, theft or damage and take all reasonable steps to safeguard **your** property from loss or damage and to recover property lost or stolen.

Cancellation

Automatic cancellation rights

You may cancel this policy within 14 days of receipt of the policy documents (new business) and for Annual policies the renewal date (the cancellation period) by writing to the address shown in **your** schedule during the cancellation period. Any premium already paid

will be refunded to **you** providing **you** have not travelled, no claim has been made or is intended to be made and no incident likely to give rise to a claim has occurred.

Cancellation outside the statutory period

Should **you** wish to cancel **your** policy outside of the 14 day cooling off period, and can confirm that there have been no claims on the policy and that **you** have not travelled, in addition to a £15 cancellation charge; the following cancellation terms will be applied dependant on what type of policy **you** have purchased.

Single Trip policies – In the event **you** have not travelled and are not claiming on the policy, a refund of 50% of the policy premium and any additional premium applied to **your** existing **medical conditions** will apply. If **you** have travelled or are intending to claim, or have made a claim (irrespective of whether your claim was successful or not) **we** will not consider refunding any proportion of **your** premium.

Annual Multi-Trip policies – Provided **you** have not made a claim on the policy (irrespective of whether **your** claim was successful or not) and **you** confirm in writing that there is no claim pending, should **you** choose to cancel and understand that all benefits of the policy will be cancelled, **we** will refund 5% of the total premium paid, for each full calendar month remaining on the policy from the date of cancellation. If **you** are intending to, or have claimed (irrespective of whether **your** claim was successful or not) **we** will not consider refunding any proportion of **your** premium.

We reserve the right to give 7 days' notice of cancellation of this policy, without refund, by recorded delivery to you at your last known address in the event of the following circumstances;

fraud, suspected fraud, misleading information or deliberate misrepresentation, or abusive behaviour to any of our staff or agents.

Non payment of premiums

We reserve the right to cancel this policy immediately in the event of non payment of the premium.

Claims conditions

You must comply with the following conditions to have the full protection of **your** policy.

If **you** do not comply **we** may at **our** option cancel the policy or refuse to deal with **your** claim or reduce the amount of any claim payment.

If **you** would like to make a claim please contact **us** at:

Travel Claims Facilities

1 Tower View

Kings Hill

West Malling

Kent

ME19 4UY

Phone: 0203 824 0714

Claim forms can be obtained from www.travel-claims.net

To submit a claim **you** must do the following:

- Produce **your** insurance validation documentation confirming **you** are insured before a claim is submitted;
- Give **us** full details, in writing, of any incident that may result in a claim under any section of the policy at the earliest possible time.
- Provide all necessary information and assistance **we** may require at **your** own expense (including, where necessary, medical certification and details of **your** National Health Number, or equivalent, and Private Health Insurance).
- Pass on to us immediately every writ, summons, legal process or other communication in connection with the claim.
- Provide full details of any House Contents and All Risks Insurance policies **you** may have.
- Ensure that all claims are notified within 3 months of the incident occurring.
- Not abandon any property to **us** or the claims office.
- Not admit liability for any event or offering to make any payment without **our** prior written consent.

If **we** are required to do so, **we** can:

- Make **your** policy void where a false declaration is made or any claim is found to be fraudulent.
- Take over and deal with, in your name, the defence / settlement of any claim made under the policy.
- Subrogate against the responsible party and take proceedings in **your** name, but at **our** expense, to recover for **our** benefit the amount of any payment made under the policy.
- Obtain information from **your** medical records (with **your** permission) for the purpose of dealing with any medical claims. No personal information will be disclosed to any outside person or organisation without **your** prior approval.
- Cancel all benefits provided by this policy without refund of premium when a payment has been made for cancellation or **curtailment** of the **trip**.
- Only pay a proportionate amount of the claim where there is other insurance in force covering the same risk and to require details of such other insurance.
- Settle all claims under the law of the country that you live in within the **United Kingdom** or **Channel Islands** unless **we** agree otherwise with **you**.
- Submit any disputes arising out of this contract to the exclusive jurisdiction of the courts of the country that **you** live in within the **United Kingdom** or **Channel Islands**.

Important conditions relating to health

These apply to Section 1 – Cancellation or curtailment charges, Section 2 – Emergency medical and other expenses, Section 3 – Hospital benefit, Section 4 – Personal accident and Section 41 – Course fees.

It is very important that **you** read and understand the following.

1. **You** will not be covered for **medical conditions** if **you** have not told **Healthscreen247** about them or **we** have not agreed to cover them in writing. **You** will also not be covered for anything that arises from, or is in any way related to, or has been triggered or caused by, a **medical condition**, unless **you** have told **Healthscreen247** about the condition/s and they have agreed to cover them and confirmed this in writing.
2. If **Healthscreen247** are unable to cover the **medical condition**, this will mean that **you** and any other person insured by **us** will not be covered for any directly related claims arising from the **medical condition**.
3. **We** will not pay any directly related claims if at the time of taking out this insurance or when booking a **trip** under an Annual Multi-Trip policy **you**:
 - a. have any **medical conditions** for which in the past 2 years:
 - i. **you** have had or are waiting for any consultations, investigations or follow-ups;
 - ii. **you** are having or have had treatment or prescription medication;
 - iii. **you** are on a waiting list for, or knew **you** needed surgery, inpatient treatment or tests at a hospital or clinic at the date **you** bought the policy or the date **you** book **your trips**;
 - b. have **EVER** been diagnosed with or treated for any of the following:
 - Any Heart or circulatory condition
 - A Stroke, TIA (Transient Ischaemic Attack) or High blood pressure
 - A Brain haemorrhage
 - A breathing condition (including Asthma)
 - Any type of Cancer
 - Any type of Diabetes
4. If **your** health changes after **you** purchased **your** policy but before **you** travel, **you** must tell **Healthscreen247** about these changes if because of these **you** have:
 - changed **your** medication
 - seen a doctor and have seen or been referred to a consultant or specialist
 - been admitted to hospital for, or are waiting to receive treatment (including surgery, tests or investigations) or the results of tests and investigations

Healthscreen247 will then tell **you** if they can cover these **medical condition(s)** and if there is any additional premium to pay.

If **Healthscreen247** cannot cover **your medical condition(s)**, or **you** do not want to pay the additional premium quoted, **we** will give **you** the choice of either:

- making a cancellation claim for any pre-booked **trips**; or
- continuing the policy but without cover for **your medical condition(s)**; or
- cancelling **your** policy and receiving a proportionate/partial refund (provided that **you** have not made a claim or are about to).

UNLESS

You have told **Healthscreen247** about all **your** relevant **medical conditions** and they have accepted them in writing.

You should contact **Healthscreen247** at www.healthscreen247.com or by calling **0330 123 5677** if:

- **you** need to declare a **medical condition**;
 - **you** are unsure whether a **medical condition** needs to be declared or not.
5. **We** will not pay any directly related claims if at the time of taking out this insurance or when booking a **trip** under an Annual Multi-Trip policy **you**:
 - a. Are receiving or waiting for tests, investigations or treatment for any condition or set of symptoms that have not been diagnosed;
 - b. have been given a terminal prognosis by a doctor;
 6. **We** will not pay any directly related claims if at any time **you**:
 - a. travel against the advice of a **medical practitioner** or where **you** would have been advised against travel if **you** had sought their advice before beginning **your trip**;
 - b. incur costs for medical treatment or consultation at any medical facility during **your trip** that **you** knew would be required before travelling;
 - c. are travelling specifically for the purpose of obtaining and / or receiving any elective surgery, procedure or hospital treatment;
 - d. are not taking the recommended treatment or prescribed medication for a **medical condition** as directed by a **medical practitioner**;
 - e. travel against health requirements stipulated by the carrier, their handling agents or any other **public transport** provider.

Please note – It is vital that **you** answer each question honestly and accurately, taking care not to make any misrepresentation of the facts, as inaccurate answers may result in **insurers** declining any claims costs that, as a result, may arise.

Important limitations – Cancelling and cutting short your holiday

This policy will not cover any claims under Section 1 (Cancellation, curtailment or trip interruption) that result directly from any existing **medical condition** which started before **your** policy started, or before **your trip** was booked, and that effects:

- a **close relative** or **close business associate** who is not travelling and is not insured under this policy;
- someone travelling with **you** who is not insured under this policy; or
- a person **you** plan to stay with on **your trip**;

if during the 90 days prior to taking out this insurance or when booking a **trip**, they:

- needed surgery, inpatient treatment or hospital consultations;
- needed any treatment or prescribed medication; or
- were on a waiting list for, or knew they needed surgery, inpatient treatment or tests at any hospital or clinic; or
- had been diagnosed with a terminal condition.

You should also refer to the General exclusions on pages 16–17.

General exclusions applicable to all sections of the policy

We will not pay for claims arising directly from:

1. War risks, civil commotion and terrorism

War, invasion, acts of foreign enemies, hostilities or warlike operations (whether war be declared or not), civil war, rebellion, terrorism, revolution, insurrection, civil commotion assuming the proportions of, or amounting to, an uprising, military or usurped power but this exclusion shall not apply to losses under Section 2 – Emergency medical and other expenses, Section 3 – Hospital benefit and Section 4 – Personal accident unless such losses are caused by nuclear, chemical or biological attack, or the disturbances were already taking place at the beginning of any **trip**.

2. Radioactive contamination

Ionising radiation or contamination by radioactivity from any nuclear fuel or from any nuclear waste, from combustion of nuclear fuel, the radioactive, toxic, explosive or other hazardous properties of any nuclear assembly or nuclear component of such assembly.

3. Sonic bangs

Loss, destruction or damage directly occasioned by pressure waves caused by aircraft and other aerial devices travelling at sonic or supersonic speeds.

4. Costs

Costs of phone calls or faxes, meals, taxi fares (except for taxi costs paid for the initial journey to a hospital abroad due to an **insured person's** illness or injury), interpreters' fees, inconvenience, distress, loss of earnings, loss of enjoyment of the holiday, time share maintenance fees, holiday property bonds or points and any extra travel or accommodation costs unless **we** authorised these or they are part of a valid claim under Sections 1, 2 or 3.

5. Winter Sports

Your participation in Winter Sports unless the appropriate Winter Sports premium has been paid, and **you** are under the age of 66 prior to the commencement of the **period of insurance** in which case cover will apply under those sections shown as covered for Winter Sports in **your** schedule for:

- a. the Winter Sports specified in the list on page 18 and
- b. any other Winter Sports shown as covered in **your** schedule

for a period of no more than 17 days in total in each **period of insurance** under Annual Multi-Trip policies, for the period of the **trip** under Single Trip policies, and for the period specified on the schedule for Long Stay and Gap Year policies.

6. Professional sports or entertaining

Your participation in or practice of any professional sports or professional entertaining.

7. Other sports or activities

Your participation in or practice of any other sport or activity, **manual work** or racing unless:

- a. specified in the list on pages 17–18 or
- b. shown as covered in **your** schedule.

8. Jumping from vehicles, buildings or balconies

You climbing on top of, or jumping from a vehicle or jumping from a building or balcony, or climbing or moving from any external part of any building to another (apart from stairs, ramps or walkways) and falling regardless of the height, unless **your** life is in danger or **you** are attempting to save human life.

9. Unauthorised use of swimming pools

The unauthorised use of a swimming pool outside the specified times of opening.

10. Tour operator & airline failure

Any claim that results from the tour operator, airline or any other company, firm or person not being able or not being willing to carry out any part of their obligation to **you** (unless **you** are entitled to reimbursement under Section 15 – Scheduled airline failure).

11. Search and rescue

Any search and rescue costs.

12. Alcohol abuse

You, your close relative, travelling companion or close business associate drinking too much alcohol (a blood alcohol level that exceeds 0.19% – approximately four pints or four 175ml glasses of wine) or any form of alcohol abuse including alcohol withdrawal, where it is reasonably foreseeable that such consumption could result in a serious impairment of **your** faculties and/or judgement resulting in a claim. **We** do not expect **you** to avoid alcohol on **your trips** or holidays but **we** will not cover any claims arising because **you** have drunk so much alcohol that **your** judgement is seriously affected and **you** need to make a claim as a result.

13. Suicide, drug use or solvent abuse

Your wilfully self-inflicted injury or illness, suicide or attempted suicide, sexually transmitted diseases, solvent abuse, drug use (other than drugs taken in accordance with treatment prescribed and directed by a **medical practitioner**, but not for the treatment of drug addiction), and putting **yourself** at needless risk (except in an attempt to save human life).

14. Unlawful action

Your own unlawful action or any criminal proceedings against **you** (this does not apply to Section 14 – Incarceration abroad).

15. Additional loss or expense

Any other loss, damage or additional expense following on from the event for which **you** are claiming, unless **we** provide cover under this insurance. Examples of such loss, damage or additional expense would be the cost of replacing locks after losing keys, costs incurred in preparing a claim for loss of earnings following **bodily injury**, illness or disease.

16. Armed Forces

Operational duties of a member of the Armed Forces (other than claims arising from authorised leave being cancelled due to operational reasons, as provided for under sub section 4. of Section 1 – Cancellation, **curtailment** or **trip** interruption charges).

17. Travelling against FCO or WHO advice

Your travel to a country, specific area or event when the Travel Advice Unit of the Foreign & Commonwealth Office (FCO) or the World Health Organisation (WHO) or regulatory authority in a country to/from which **you** are travelling has advised against all, or all but essential travel (this does not apply to Section 1 – Cancellation, curtailment and trip interruption charges if the date the **trip** was booked or the policy was purchased before the date the advice was issued).

18. Fit to Travel

Where **you** were not fit to undertake **your trip** when booking **your** trip or purchasing this policy.

19. Safety Precautions

Where **you** are not wearing a helmet whilst on a motorcycle, motor scooter or moped. Where **you** are not wearing a seatbelt when travelling in a motor vehicle, where a seatbelt is available.

20. Motorised vehicles

You travelling in/on a motorised vehicle for which **you** do not hold appropriate qualifications to drive/ride in the **United Kingdom** or **Channel Islands**.

21. Carrier refusal

Your carriers refusal to allow **you** to travel for whatever reason.

Sports and activities covered

Participation in the following activities is covered at no additional premium and without the need for prior declaration, when participating on a recreational and non professional basis during any **trip**. Any involvement in these sports and/or activities is subject to **your** compliance with local laws and regulations and the use of recommended safety equipment (such as helmet, harness, knee and/or elbow pads).

If **you** are participating in any other sports or activities not mentioned, please telephone the Topdog Insurance helpline on **0330 123 5677** as they may be able to offer cover for an additional premium. Details of those sports and activities for which **you** have purchased cover will be added to **your** policy schedule.

Cover for **manual work** will be provided where such work is solely in a voluntary capacity for a charity registered under the Charity Commission in England, and Wales, the Scottish charity regulator or the Department for Social Development in Northern Ireland, and where there is no financial gain. In such circumstances, there will be no cover for hands on involvement with the installation, assembly, maintenance, repair or use of heavy electrical, mechanical or hydraulic plant or machinery, or for working more than two storeys above the ground or working with animals, and there is no cover under Sections 4 – Personal accident and 7 – Personal liability.

Covered as standard without charge

No cover under Section 7 – Personal liability for those sports or activities marked with *, all other terms and conditions of the policy will apply.

abseiling (within organiser's guidelines)

administrative or clerical occupations

aerobics

amateur athletics (track and field)

archaeological digging

archery

assault course

badminton

banana boating

bar/restaurant work *

baseball

basketball

beach games

billiards/snooker/pool

body boarding (boogie boarding)

bowls

bungee jumping/swoop (within organisers guidelines)

camel riding *

canoeing (up to grade 2 rivers)

clay pigeon shooting *

climbing (on climbing wall only)

cricket/croquet

cross country running (non competitive)

curling

cycling (no racing)

deep sea fishing

driving any motorised vehicle (other than a Quad bike) for which you are licensed to drive in the United Kingdom (other than in motor rallies or competitions) *

elephant riding/trekking *

falconry

fell walking/running

fencing

fishing

fives

flying as a fare paying passenger in a fully licensed passenger carrying aircraft

football (amateur only and not main purpose of trip)

fruit or vegetable picking (non-mechanical)

glass bottom boats *

gliding (under instruction) *

go karting (within organisers guidelines) *

golf

handball

horse riding with a helmet (excluding competitions, racing, jumping and hunting)*

hot air ballooning (organised pleasure rides only)

hovercraft driving/passenger *

hurling (amateur only and not main purpose of trip)

ice skating (1 day maximum)

indoor climbing (on climbing wall)

jet boating (no racing) *
jet skiing (no racing) *
jogging
karting (no racing)
kayaking (up to grade 2 rivers)
korfbal
marathon running (non professional)
motor cycling (full UK licence held) *
mountain biking (no racing)
netball
octopush
orienteering
paint balling/war games (wearing eye protection) *
parachuting (tandem only)
parasailing (over water)
pony trekking
power boating (no racing and non-competitive) *
racket ball
rambling
refereeing (amateur only)
rings
roller skating/blading/in line skating (wearing pads and helmets)
rounders
rowing (no racing)
running (non-competitive and not marathon)
safari trekking (must be organised tour)
sailing/yachting (if qualified or accompanied by a qualified person and no racing) *
sand boarding / surfing /skiing
scuba diving up to depth of 30 metres (if PADI or equivalent qualified or accompanied by qualified instructor and not diving alone)

small bore target shooting / rifle range shooting (within Lapland - If travelling to Lapland for no more than 2 nights, participation in the following activities are covered without the additional Winter Sports premium being required: husky dog sledding (organised, non-competitive with local driver) and sledging/sleigh riding as a passenger (pulled by horse or reindeer)*.

Winter Sports - Payment of the optional Winter Sports additional premium is required to extend all sections of **your** policy to include Winter Sports activities as detailed in the Winter Sports cover section.

Covered if the appropriate Winter Sports premium has been paid

No cover under Section 7 – Personal liability for those sports or activities marked with *

You are **not** covered when engaging in organised competitions (other than as part of ski school instruction) or when skiing/snow boarding against local authoritative warning or advice.

airboarding
big foot skiing
blade skating
cross country/nordic skiing
dry slope skiing
glacier skiing/walking
husky dog sledding (organised, non-competitive with local driver)
ice go karting (within organisers guidelines)*
ice skating (for more than 1 day)
ice windsurfing*
kick sledging
ski – blading
ski boarding
skiing on piste‡

‡ A piste is a recognised and marked ski run within the resort boundaries.

organisers guidelines) *
skateboarding
sledging (not on snow)
snorkelling
softball
spear fishing (without tanks)
speed sailing (no racing) *
squash
students working as counsellors or university exchanges for practical course work (not manual work)
surfing
swimming
swimming with dolphins / elephants
Sydney harbour bridge (walking across clipped onto safety line)
table tennis
tall ship crewing (no racing) *
ten pin bowling
tennis
trampoline
tree canopy walking
trekking/hiking/endurance activities up to 3,000 metres above sea level
tug of war
volleyball
wake boarding
water polo
water skiing/water ski jumping
whale watching
white water rafting (up to grade 2 rivers)
wind surfing/sailboarding *
wind tunnel flying
zip lining/trekking (safety harness must be worn)
zorb/hydro zorb/sphering

skiing - alpine
skiing – mono
skiing - off piste but within the resort boundaries‡
sledging/tobogganing
sledging/sleigh riding as a passenger (pulled by horse or reindeer)*
snow blading
snow boarding on piste‡
snow boarding - off piste but within the resort boundaries‡
snow mobilising (skidoo)*
snow shoe walking
snow tubing
tobogganing
training/racing (ski school)
winter walking (using crampons and ice picks only)

Medical Assistance Helpline

IN CASE OF A SERIOUS EMERGENCY Please contact the 24 hour emergency assistance service provided by Emergency Assistance Facilities + 44 (0) 203 824 0713

Your policy covers treatment at a public/state facility only, unless approved by us. Call an ambulance using the local equivalent of a 999 number, or alternatively by dialling 112 within the EU, and then contact **Emergency Assistance Facilities** for advice. **We** strongly suggest **you** put their telephone number, **+ 44 (0) 203 824 0713**, into **your** mobile phone before **you** travel so that it is to hand if **you** need it. Get details of the hospital **you** are being taken to so that **our Emergency Assistance Facilities** doctor will be able to obtain a medical report at the earliest possible opportunity. You may need to pay the policy excess locally and ask the hospital to send the rest of their bills to **Travel Claims Facilities** at: 1 Tower View, Kings Hill, West Malling, Kent, England, ME19 4UY. **Our** appointed assistance service, **Emergency Assistance Facilities**, will explain this to them and provide them with a faxed/email confirmation if necessary.

You will need to have some basic information for them to hand:

- **your** telephone number in case you are cut off
- patients name, age and as much information about the medical situation as possible
- name of the hospital, ward, treating doctor and telephone numbers if you have them
- tell them that **you** have TopDog Travel Insurance, policy number and the date it was bought
- patients UK GP contact details in case they need further medical information

Things to be aware of/remember

- **Your** policy does not cover any costs for private medical treatment unless approved by **us**
- **NEVER** give **your** passport to a clinic or hospital
- It is not always possible to return **home** immediately after discharge following injury or illness. **You** will be able to return **home** when the assistance service considers it safe, in conjunction with **your** doctor, and airline regulations have been met. Sometimes **you** will need to stay in resort for a while longer before returning **home** so the assistance team will arrange additional accommodation for **you**.
- **You** may be required to obtain **your** medical records in the event of a claim.

OUT-PATIENT TREATMENT OR MINOR INJURY OR ILLNESS:

If **you** need to see a doctor, ask **your** hotel reception or tour representative for the nearest public/state medical facility. Some hotels will urge **you** to seek private treatment however this is not necessary as private medical facilities vary greatly and are not equipped to deal with all emergencies. They may give **you** unnecessary treatment and at inflated prices - if **you** are ever in doubt please call the assistance team for advice on where to seek treatment. In Europe **you** should show them **your** EHC card as medical treatment will be free or at a reduced cost and **you** will not be required to contribute towards the claim as the standard policy excess will be reduced to NIL (increased excesses applied to declared conditions will still be required to be paid, if related to the cause of **you** requiring medical treatment). **You** will only be covered for the cost of private treatment if this is approved in advance by **Emergency Assistance Facilities**. If **your** outpatient bill is less than £500 then **you** will need to pay this to the medical facility, and ensure **you** keep all receipts so **you** can claim upon **your** return. In the event that **you** need to seek outpatient treatment when **you** are travelling in any of the countries listed below then it may be that immediate payment can be arranged locally using the services of Charge Care International whom **we** have appointed to act on **our** behalf. If the hospital **you** are treated at subscribes to this service they will ask to see **your** proof of insurance so it is important to carry this with **you**. **You** will be asked to complete a simple Charge Care form to confirm the nature of the treatment received. The doctor or clinic will collect the policy excess from **you** and send their bill to Charge Care for payment. The countries where this service is available are: Greece and the Greek Islands, Cyprus, Bulgaria, Egypt, Mexico and Turkey. www.chargecareinternational.co.uk

WHAT IF YOU WANT TO COME HOME EARLY?

This policy covers **you** to come home early because **you** are ill or injured only if medical treatment is not available locally. If **you** are thinking of cutting short **your** trip because **you** are not well then **you** must contact **Emergency Assistance Facilities** on + 44 (0) 203 824 0713 for advice first. If **you** need to come home for any other reason, such as the illness of a close relative in the **United Kingdom, Channel Islands or BFPO** then **you** should make **your** own arrangements, bearing in mind **your** duty to act at all times as if uninsured. If **you** are not sure whether **your** circumstances are included in the cover then call **Travel Claims Facilities** on **+ 44 (0) 203 824 0713**

Reciprocal health agreements with other countries

EU, EEA or Switzerland

If **you** are travelling to countries within the European Union (EU), the European Economic Area (EEA) or Switzerland **you** are strongly advised to obtain an European Health Insurance Card (EHIC) by completing an application form via www.ehic.org.uk. **You** can also apply either online through www.topdoginsurance.co.uk, or by telephoning the EHIC application line on 0300 330 1350. This will entitle **you** to benefit from the reciprocal health care arrangements which exist between countries within the EU/EEA or Switzerland.

If **we** agree to pay for a medical expense which has been reduced because **you** have used either a European Health Insurance Card or private health insurance, **we** will not deduct the policy excess under Section 2 - Emergency medical and other expenses.

Australia

If **you** need medical treatment in **Australia**, **you** should enrol with a local MEDICARE office. **You** do not need to enrol when **you** arrive, but **you** should do this after the first occasion **you** receive treatment. In-patient and out-patient treatment at a public hospital will then be available free of charge. Details of how to enrol and the free treatment available can be found by visiting the MEDICARE website on www.medicareaustralia.gov.au. Alternatively, please call the **Emergency Assistance Facilities** Helpline for guidance.

If **you** are admitted to hospital, **you** must contact the **Emergency Assistance Facilities** Helpline as soon as possible and get their authorisation in respect of any treatment NOT available under MEDICARE.

A note to all insured people, doctors and hospitals

This is not a private medical insurance. If **you** need any medical treatment, **you** must tell **us** immediately or **we** may not guarantee medical expenses. If **you** need any medical treatment, **you** must allow **us** or **our** representatives to see all of **your** medical records and information.

Contact the **Emergency Assistance Facilities Helpline** on telephone number: + 44 (0) 203 824 0714.

Section 1 – Cancellation, curtailment and trip interruption charges

What is covered

We will pay **you** up to the amount shown in the summary of cover for **your** proportion only of any irrecoverable unused travel and accommodation costs (including excursions up to £250) and other pre-paid charges which **you** have paid or are contracted to pay, together with **your** proportion only of any reasonable additional travel expenses incurred if:

- cancellation of the **trip** is necessary and unavoidable or
 - the **trip** is **curtailed** or interrupted before completion
- as a result of any of the following events occurring:
- The death, **bodily injury**, illness, disease or **complications of pregnancy and childbirth** of:
 - you**
 - any person with whom **you** are travelling or have arranged to travel with
 - any person whom **you** have arranged to stay with
 - your close relative**
 - your close business associate**.
 - Compulsory quarantine, jury service attendance or being called as a witness (but not as an expert witness) at a Court of Law of **you** or any person who **you** are travelling with or have arranged to travel with.
 - Redundancy (provided employment has been on a continuous full time basis with the same employer for at least 24 months and qualifies for payment under current redundancy payment legislation and, at the time of booking the **trip** or purchasing this policy, there was no reason to believe anyone would be made redundant) of **you** or any person who **you** are travelling with, or have arranged to travel with.
 - You** or any person who **you** are travelling with, or have arranged to travel with, are a member of the Armed Forces, Territorial Army, Police, Fire, Nursing or Ambulance Services or employees of a Government Department and have **your**/their authorised leave cancelled or are called up for operational reasons, provided that such cancellation or **curtailment** could not reasonably have been expected at the time when **you** purchased this insurance or at the time of booking any **trip**.
 - A government directive prohibiting all travel to, or recommending evacuation from, the country or area **you** were planning to visit or were staying in, as a result of natural disasters (such as earthquakes, fires, tsunamis, landslides, floods, hurricanes or epidemic(s) / pandemic(s)).
 - The Police or other authorities requesting **you** to stay at, or return to, **your home** due to serious damage to **your home** caused by fire, aircraft, explosion, tsunami, avalanche, hurricane, storm, flood, subsidence, fallen trees, collision by road vehicles, malicious people or theft.

Special conditions relating to claims

- You** must get (at **your** own expense) a medical certificate from a **medical practitioner** and the prior approval of the **Emergency Assistance Facilities** Helpline to confirm the necessity to return **home** prior to **curtailment** of the **trip**, due to death, **bodily injury**, illness, disease or complications arising as a direct result of pregnancy.
- If **you** fail to notify the travel agent, tour operator or provider of transport or accommodation as soon as **you** find out it is necessary to cancel the **trip** the amount **we** will pay will be limited to the cancellation charges that would have otherwise applied.
- If **you** cancel the **trip** due to:

bodily injury, illness, disease, a new **medical condition** or complications arising as a direct result of pregnancy, **you** must provide (at **your** own expense) a medical certificate from a **medical practitioner** stating that this necessarily and reasonably prevented **you** from travelling.

We need the medical certificate completed as soon as **you** find out it is necessary to cancel the **trip**, as any delay in seeing a **medical practitioner** could mean that **your** symptoms are no longer present. If **you** cannot get an immediate appointment, please make one for as early as possible and keep all details of this to help substantiate **your** claim.

- On the condition that **you** contact **us** first, and that **we** make all the travel arrangements, **we** will pay necessary additional travelling costs incurred in returning **you home** in the event **you** have a valid **curtailment** claim. If the situation permits, and the period of **your** original booked **trip** has not expired, **we** will also pay necessary additional travel costs in transporting **you** back to the location abroad. Travel by air will be limited to one economy/tourist class ticket for each **insured person**.
- We** will only consider the unused expenses of a person who has taken out insurance cover with Topdog Insurance. For example, if **you** are travelling with someone who is not insured, **we** only pay **your** proportion of costs, not theirs.

What is not covered

- The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
- The cost of **your** unused original tickets where the **Emergency Assistance Facilities** Helpline or **we** have arranged and paid for **you** to come **home** following **curtailment** of the **trip**. If however **you** have not purchased a return ticket, **we** reserve the right to deduct the cost of an economy flight from any additional costs **we** have incurred which are medically necessary to repatriate **you** to **your home**.
- Any costs relating to airport taxes, air passenger duty, airport charges, service charges, facility charges, user fees or security charges or airport departure duty (whether irrecoverable or not).
- Any claims arising directly from:
 - Redundancy caused by or resulting from misconduct leading to dismissal or from resignation or voluntary redundancy or where **you** received a warning or notification of redundancy before **you** purchased this insurance or at the time of booking any **trip**
 - Circumstances known to **you** before **you** purchased this insurance or at the time of booking any **trip** which could reasonably have been expected to lead to cancellation or **curtailment** of the **trip**.
- Travel tickets paid for using any airline mileage or supermarket reward scheme, for example Air Miles or Avios points, unless evidence of specific monetary value can be provided.
- Accommodation costs paid for using any timeshare, holiday property bond or other holiday points scheme.
- The cost of going back to the original destination to finish **your trip** and the costs of more accommodation there.
- The provider (for example, an airline, hotel, ferry company and so on) not providing any part of the **trip** **you** have booked, (this could be a service or transport) unless the event is covered by this policy. If this happens, **you** should claim against the provider.
- Cancellation caused by pregnancy or childbirth unless the cancellation is certified by a **medical practitioner** as necessary due to **complications of pregnancy and childbirth**;
- Your** failure to obtain the required ESTA, Visa, vaccinations or inoculations in time.
- Cancellation caused by the fear of an epidemic, pandemic, infection or allergic reaction.
- Anything mentioned in the General exclusions.

You should also refer to the Important conditions relating to health on pages 15–16.

Please remember

We will work out claims for cutting short **your** holiday from the day **you** return to **your home area** (or **your** final country if **you** are on a **one-way trip**), or from the day **you** have to go into hospital as an inpatient to the day **you** are discharged. **Your** claim will only be based on the number of full days **you** have not used.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A medical certificate from the treating **medical practitioner** explaining why it was necessary for **you** to cancel or curtail the **trip**.

In the case of death causing cancellation or **curtailment** of the **trip**, the original death certificate.

Booking confirmation together with a cancellation invoice from **your** travel agent, tour operator or provider of transport/accommodation.

In the case of **curtailment** claims, written details from **your** travel agent, tour operator or provider of transport/accommodation showing the separate costs of transport, accommodation and other pre-paid costs or charges that made up the total cost of the **trip**.

Your unused travel tickets.

Receipts or bills for any costs, charges or expenses claimed for.

In the case of compulsory quarantine, a letter from the relevant authority or the treating **medical practitioner**.

In the case of jury service or witness attendance, the court summons.

The letter of redundancy for redundancy claims.

A letter from the commanding officer concerned, confirming cancellation of authorised leave or call up for operational reasons.

In the case of serious damage to **your home**, a report from the Police or relevant authority.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call:

Medical Assistance whilst overseas + 44 (0) 203 824 0713
or other claims when you have returned home + 44 (0) 203 824 0714

Section 2 – Emergency medical and other expenses

What is covered

We will pay **you** up to the amount shown in the summary of cover for the following expenses which are necessarily incurred within 12 months of the incident as a result of **your** suffering unforeseen **bodily injury**, illness, disease and/or compulsory quarantine:

1. Emergency medical, surgical, hospital, ambulance and nursing fees and charges incurred outside of **your home area**.
2. Emergency dental treatment for the immediate relief of pain (to natural teeth only) up to the amount shown in the summary of cover **you** incurred outside of **your home area**.
3. If **you** die:
 - a. **outside your home area**, the costs up to the maximum shown in the summary of cover for **your** burial in the country where **you** die; or
 - b. the reasonable costs of returning **your** body to **your home**; or
 - c. the costs up to the maximum shown in the summary of cover for **your** cremation plus reasonable costs of returning **your** ashes to **your home**;
 - d. within **your home area**, the reasonable additional costs of returning **your** ashes or body to **your home** up to a maximum of £750.

The reasonable costs of returning your body or ashes to your home are included within the amounts shown for Emergency medical expenses in the summary of cover.

4. reasonable additional transport (economy class) and/or accommodation expenses incurred, up to the standard of **your** original booking (for example full or half board, all inclusive, bed and breakfast, self catering or room only), if it is medically necessary for **you** to stay beyond **your** scheduled return date.

This includes, with the prior authorisation of the **Emergency Assistance Facilities** Helpline, reasonable additional transport and/or accommodation expenses for a travelling companion, friend or **close relative** to stay with **you** or travel to **you** from **your home area** or escort **you**, and additional travel expenses to return **you** to **your home area** or a suitable hospital nearby if **you** cannot use the return ticket.

5. With the prior authorisation of the **Emergency Assistance Facilities** Helpline, the additional costs incurred in the use of air transport or other suitable means, including qualified attendants, to repatriate **you** to **your home area** if it is medically necessary. These expenses will be for the identical class of travel utilised on the outward journey unless the **Emergency Assistance Facilities** Helpline agree otherwise. When travelling in **your home area**, if **you** are hospitalised 50 miles or more from **home**, either through sudden illness or accident, **we** will arrange and pay for **your** transfer to a suitable hospital near **your home** when it becomes medically feasible.

Special conditions relating to claims

1. **You** must give notice as soon as possible to the **Emergency Assistance Facilities** Helpline of any **bodily injury**, illness or disease which necessitates **your** admittance to hospital as an in-patient or before any arrangements are made for **your** repatriation.
2. If **you** suffer **bodily injury**, illness or disease, **we** reserve the right to move **you** from one hospital to another and arrange for **your** repatriation to **your home area** at any time during the **trip**. **We** will do this if, in the opinion of the **Emergency Assistance Facilities** Helpline or **us** (based on information provided by the **medical practitioner** in attendance), **you** can be moved safely and / or travel safely to **your home area** or a suitable hospital nearby to continue treatment.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**. In the event of any **bodily injury** occurring as a result of **manual work** involving voluntary labour, the policy excess under this section will be increased to £250, unless **you** have arranged Platinum cover.
2. Normal pregnancy, without any accompanying **bodily injury**, illness, disease or complication. This section is designed to provide cover for unforeseen events, accidents, illnesses and diseases and normal childbirth would not constitute an unforeseen event.
3. The cost of **your** unused original tickets where the **Emergency Assistance Facilities** Helpline or **we** have arranged and paid for **you** to return to **your home**, if **you** cannot use the return ticket. If however **you** have not purchased a return ticket, **we** reserve the right to deduct the cost of an economy flight from any additional costs **we** have incurred which are medically necessary to repatriate **you** to **your home**.
4. Additional accommodation which exceeds the standard of that originally booked or any costs for food or drink (where **our Emergency Assistance Facilities** colleagues are arranging the booking it will be 3* standard where available).
5. Any elective or pre-arranged treatment or any routine non-emergency tests or treatment, this includes complications as a result of elective, pre-arranged or cosmetic treatment.
6. Any claims arising directly in respect of:
 - a. Costs of telephone calls, other than:
 - i. calls to the **Emergency Assistance Facilities** Helpline notifying and dealing with the problem for which **you** are able to provide receipts or other reasonable evidence to show the cost of the calls and the numbers **you** telephoned
 - ii. any costs incurred by **you** when **you** receive calls on **your** mobile from the **Emergency Assistance Facilities** Helpline for which **you** are able to provide receipts or other reasonable evidence to show the cost of the calls.
 - b. The cost of taxi fares, other than those for **your** travel to or from hospital relating to **your** admission, discharge or attendance for outpatient treatment or appointments or for collection of medication prescribed for **you** by the hospital. However, any costs incurred by **you** to visit another person or by another person visiting **you** in hospital are not covered.
 - c. The cost of treatment or surgery, including exploratory tests, which are not directly related to the **bodily injury** or illness which necessitated **your** admittance into hospital.

- d. Any expenses which are not usual, reasonable or customary to treat **your bodily injury**, illness or disease.
 - e. Any form of treatment or surgery which in the opinion of the **Emergency Assistance Facilities** in conjunction with **your** treating doctor or **us** (based on information provided by the **medical practitioner** in attendance), can be delayed reasonably until **your** return to **your home area**.
 - f. Expenses incurred in obtaining or replacing medication, which **you** know **you** will need at the time of departure or which will have to be continued outside of **your home area**. Where possible and with the agreement of **your medical practitioner**, **you** should always travel with plenty of extra medication in case of travel delays.
 - g. Additional costs arising from single or private room accommodation.
 - h. Treatment or services provided by a health spa, convalescent or nursing **home** or any rehabilitation centre unless agreed by the **Emergency Assistance Facilities** Helpline.
 - i. Any expenses incurred after **you** have returned to **your home area**, unless **you** are travelling in **your home area** for 2 or more consecutive nights in pre-booked accommodation on an Annual Multi-Trip policy.
 - j. Any expenses incurred in England, Scotland, Wales, Northern Ireland, the Isle of Man or the **Channel Islands** which are:
 - i. for private treatment or
 - ii. are funded by a reciprocal health agreement (RHA) between these countries and/or islands.
 - k. Expenses incurred as a result of a tropical or other disease where **you** have not had the NHS recommended inoculations and/or taken the NHS recommended medication
 - l. **Your** decision not to be repatriated after the date when, in the opinion of the **Emergency Assistance Facilities** Helpline, it is safe to do so.
 - m. Any extra costs after the time when, in **our** medical advisor's opinion, **you** are fit to return to **your home area** (or **your** final country if **you** are on a **one-way trip**).
 - n. Any medical treatment that **you** receive after **you** have refused the offer of returning to **your home area**, when, in the opinion of **our** medical advisors, **you** are fit to travel.
 - o. Costs of more than £500 which **we** have not agreed beforehand.
 - p. Where **you** do not comply with the treatment agreed by the treating doctor and the **Emergency Assistance Facilities** Helpline.
 - q. Any costs which are covered under a reciprocal health agreement between the government of the UK and that of **your** country of loss including costs covered by the European Health Insurance Card (EHIC).
 - r. Repairs to or for artificial limbs or hearing aids.
 - s. Any dental work involving the use of precious metals.
 - t. Any dental work for the provision of dentures.
7. Anything mentioned in the General exclusions.

You should also refer to the Important conditions relating to health on pages 15-16.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

Receipts or bills for all in-patient/out-patient treatment or emergency dental treatment received.

In the event of death, the original death certificate and receipts or bills for funeral, cremation or repatriation expenses.

Receipts or bills for taxi fares to or from hospital claimed for, stating details of the date, name and location of the hospital concerned. Receipts or bills for any other transport, accommodation or other costs, charges or expenses claimed for, including calls to the **Emergency Assistance Facilities** Helpline.

Any other relevant information relating to the claim that **we** may ask **you** for.

**To make a claim under this section, please call:
Medical Assistance whilst overseas + 44 (0) 203 824 0713
or other claims when you have returned home + 44 (0) 203 824 0714**

Section 3 – Hospital benefit

What is covered

We will pay **you** the amount shown in the summary of cover for every complete 24 hours **you** have to stay in hospital as an in-patient or are confined to **your** accommodation due to **your** compulsory quarantine or on the orders of a **medical practitioner** outside **your home area** as a result of **bodily injury**, illness or disease **you** sustain.

We will pay the amount above in addition to any amount payable under Section 2 – Emergency medical and other expenses. This payment is meant to help **you** pay for additional expenses such as taxi fares and phone calls incurred by **you** or **your** visitors during **your** stay in hospital.

Special conditions relating to claims

1. **You** must give notice as soon as possible to the **Emergency Assistance Facilities** Helpline of any **bodily injury**, illness or disease which necessitates **your** admittance to hospital as an in-patient, compulsory quarantine or confinement to **your** accommodation on the orders of a **medical practitioner**.

What is not covered

1. Any claims arising directly from:
 - a. Any additional period of hospitalisation, compulsory quarantine or confinement to **your** accommodation:
 - i. relating to treatment or surgery, including exploratory tests, which are not directly related to the **bodily injury**, illness or disease which necessitated **your** admittance into hospital.
 - ii. relating to treatment or services provided by a convalescent or nursing **home** or any rehabilitation centre.
 - iii. following **your** decision not to be repatriated after the date when, in the opinion of the **Emergency Assistance Facilities** in conjunction with your treating doctor, it is safe to do so.
 - iv. Any extra costs for single/private accommodation in a hospital or nursing home.
 - b. Hospitalisation, compulsory quarantine or confinement to **your** accommodation:
 - i. relating to any form of treatment or surgery which, in the opinion of the **Emergency Assistance Facilities** Helpline or **us** (based on information provided by the **medical practitioner** in attendance) can be delayed reasonably until **your** return to **your home area**.
 - ii. as a result of a tropical or other disease where **you** have not had the NHS recommended inoculations and/or taken the NHS recommended medication.
 - iii. occurring in England, Scotland, Wales, Northern Ireland, the Isle of Man or the **Channel Islands** and relating to either private treatment or tests, surgery or other treatment, the costs of which are funded by a reciprocal health agreement (RHA) between these countries and/or islands, or are funded by or recoverable from the Health Authority in **your home area**.
2. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

Confirmation in writing from the hospital, relevant authority or the treating **medical practitioner** of the dates on which **you** were admitted and subsequently discharged from hospital, compulsory quarantine or confinement to **your** accommodation.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 4 – Personal accident

Special definitions relating to this section (*which are shown in italics*)

Loss of limb

means loss by permanent severance of an entire hand or foot or the total and permanent loss of use of an entire hand or foot.

Loss of sight

means total and irrecoverable loss of sight which shall be considered as having occurred:

- a. in both eyes if **your** name is added to the Register of Blind Persons on the authority of a fully qualified ophthalmic specialist and
- b. in one eye if the degree of sight remaining after correction is 3/60 or less on the Snellen scale.

What is covered

We will pay one of the benefits up to the amount shown in the summary of cover, if during **your trip you** sustain **bodily injury** which shall, solely and independently of any other cause, result within two years in **your** death, loss of limb, loss of sight or permanent total disablement.

Please note – Claims from an **insured person** under 18 years of age or over 65 years of age will be limited to £1,000.

Special conditions relating to claims

1. **Our medical practitioner** may examine **you** as often as they consider necessary if **you** make a claim.

Provisions

1. Benefit is not payable to **you**:
 - a. Under more than one of the covers as outlined in the summary of cover.
 - b. For permanent total disablement until one year after the date **you** sustain **bodily injury**.
 - c. For permanent total disablement if **you** are able or may be able to carry out any relevant occupation.

What is not covered

1. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

In the event of accidental death, the original death certificate.

A medical certificate or report relating to claims for loss of limb, loss of sight or permanent total disablement.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 5 – Baggage

What is covered

1. **We** will pay **you** up to the amount shown in the summary of cover for the accidental loss of, theft of or damage to **baggage**. The amount payable will be less a deduction for wear, tear and depreciation (loss of value), or **we** may at **our** option replace, reinstate or repair the lost or damaged **baggage**.

You can find full details of the wear and tear scale published on the **Travel Claims Facilities** website at www.tif-plc.co.uk/wearandtear.

The maximum **we** will pay for the following items is:

- a. Up to the amount shown in the summary of cover for any one article, pair or set of articles (for example, a set of suitcases)
 - b. Up to the amount shown in the summary of cover for the total for all **valuables**. When purchasing the optional gadget cover extension you are entitled to claim under either the baggage or gadget section, but not for both.
 - c. Up to the amount shown in the summary of cover for **business goods or equipment** owned by **you** but not hired, loaned or entrusted to **you**.
2. **We** will also pay **you** up to the amount shown in the summary of cover for the emergency replacement of clothing, medication and toiletries if **your baggage** is temporarily lost in transit during the outward journey and not returned to **you** within 12 hours, as long as **we** receive written confirmation from the carrier, confirming the number of hours the **baggage** was delayed.

If the loss is permanent, **we** will deduct the amount paid from the final amount to be paid under this section.

Special conditions relating to claims

1. **You** must report to the local Police in the country where the incident occurred within 24 hours of discovery, or as soon as possible after that and get (at **your** own expense) a written report of the loss, theft or attempted theft of all **baggage**.
2. If **baggage** is lost, stolen or damaged while in the care of a carrier, transport company, authority, hotel or **your** accommodation provider **you** must report to them, in writing, details of the loss, theft or damage and get written confirmation. If **baggage** is lost, stolen or damaged whilst in the care of an airline **you** must:
 - a. get a Property Irregularity Report from the airline.
 - b. give formal written notice of the claim to the airline within the time limit contained in their conditions of carriage (please retain a copy).
 - c. keep all travel tickets and tags for submission if **you** are going to make a claim under this policy.
3. **You** must provide proof of ownership and/or purchase for items lost, stolen or damaged as this will help **you** to substantiate **your** claim. Please see the Claims evidence for examples of what **we** will accept as proof.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person** (except claims under subsection 2. of What is covered).
2. Loss, theft of or damage to **valuables** left **unattended** at any time (including in a vehicle, in checked in luggage or while in the custody of a carrier, tour operator or **public transport** operator) unless deposited in a hotel safe, safety deposit box or left in **your** locked accommodation. **You** must make any claims for delayed **baggage** to the airline within 21 days of getting it back.
3. Loss, theft of or damage to **baggage** contained in an **unattended** vehicle unless:
 - a. it is locked out of sight in a **secure baggage area** and;
 - b. forcible and violent means have been used by an unauthorised person to effect entry into the vehicle and evidence of such entry is available.

4. Loss or damage due to delay, confiscation or detention by customs or any other authority.
5. Loss, theft of or damage to unset precious stones, contact or corneal lenses, hearing aids, dental or medical fittings, antiques, musical instruments, documents of any kind, bonds, securities, perishable goods (such as foodstuffs), bicycles, **ski equipment**, and damage to suitcases (unless the suitcases are entirely unusable as a result of one single incidence of damage).
6. Loss or damage due to cracking, scratching, breakage of or damage to china, glass (other than glass in watch faces, cameras, binoculars or telescopes), porcelain or other brittle or fragile articles unless caused by fire, theft, or an accident to the aircraft, sea vessel, train or vehicle in which they are being carried.
7. Loss or damage due to breakage of sports equipment or damage to sports clothing whilst in use.
8. Loss or damage caused by wear and tear, depreciation (loss in value), atmospheric or climatic conditions, moth, **vermin**, any process of cleaning repairing or restoring, mechanical or electrical breakdown.
9. Mobile phones and mobile phone accessories, prepaid minutes **you** have not used, mobile rental charges or prepayments (for example, a contract phone with free minutes and text messages).
10. Anything mentioned in the General exclusions.

Claims that result from **you** losing **your baggage** or it being damaged or delayed while being held by an airline, should be made to the airline first. Any money **you** get under this policy will be reduced by the amount of compensation **you** receive from the airline for the same event.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A Police report from the local Police in the country where the incident occurred for all loss, theft or attempted theft.

A Property Irregularity Report from the airline or a letter from the carrier where loss, theft or damage occurred in their custody.

A letter from **your** tour operator's representative, hotel or accommodation provider where appropriate.

All travel tickets and tags for submission.

Proof of ownership and/or purchase for items lost, stolen or damaged and for all items of clothing, medication and toiletries replaced if **your baggage** is temporarily lost in transit for more than 12 hours.

Proof of ownership and/or purchase consists of receipts for the items claimed or if receipts cannot be provided alternative forms of proof, such as bank statements, guarantees, instruction manuals, insurance valuation certificates or photographs will suffice.

Repair report where applicable.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 6 – Personal money, passport and documents

What is covered

1. **We** will pay **you** up to the amount shown in the summary of cover for the accidental loss of, theft of or damage to **personal money** and/or documents (including the unused portion of passports, visas and driving licences and the cost of the emergency replacement or temporary passport or visa). **We** will also cover foreign currency during the 72 hours immediately before **your** departure on the outward journey.

The maximum **we** will pay for the following items is:

- a. Up to the amount shown in the summary of cover for bank notes, currency notes and coins
- b. £50 for bank notes currency notes and coins, if **you** are under the age of 18.

2. **We** will pay **you** up to the amount shown in the summary of cover for reasonable additional travel and accommodation expenses incurred necessarily outside **your home area** to obtain a replacement of **your** passport or visa which has been lost or stolen outside **your home area**.

Special conditions relating to claims

1. **You** must report to the local Police in the country where the incident occurred within 24 hours of discovery, or as soon as possible after that and get a written report of the loss, theft or attempted theft of all **personal money**, passports or documents.
2. If **personal money** or passports are lost, stolen or damaged while in the care of a hotel or **your** accommodation provider, **you** must report (at **your** own expense) to them, in writing, details of the loss, theft or damage and get written confirmation. Keep all travel tickets and tags for submission if a claim is to be made under this policy.
3. If documents are lost, stolen or damaged while in the care of a carrier, transport company, authority, hotel or **your** accommodation provider **you** must report to them, in writing, details of the loss, theft or damage and obtain written confirmation. If documents are lost, stolen or damaged whilst in the care of an airline **you** must:

- a. get a Property Irregularity Report from the airline.
 - b. give formal written notice of the claim to the airline within the time limit set out in their conditions of carriage (please keep a copy).
 - c. keep all travel tickets and tags for submission to **us** if **you** are going to make a claim under this policy.
4. **You** must provide proof of ownership and/or purchase for items lost, stolen or damaged as this will help **you** to substantiate **your** claim. Please see the Claims evidence for examples of what **we** will accept as proof.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. Loss, theft of or damage to **personal money** or **your** passport or visa left **unattended** at any time (including in a vehicle, in checked in luggage or while in the custody of a carrier, tour operator or **public transport** operator) unless deposited in a hotel safe, safety deposit box or left in **your** locked accommodation.
3. Loss, theft of or damage to travellers' cheques if **you** have not complied with the issuer's conditions or where the issuer provides a replacement service.
4. Loss or damage due to delay, confiscation or detention by customs or any other authority.
5. Loss or damage due to depreciation (loss in value), variations in exchange rates or shortages due to error or omission.
6. Travel, event or entertainment tickets paid for using any airline mileage or supermarket reward scheme (for example Air Miles or Avios points), unless evidence of specific monetary value can be provided.
7. Any missed travel or accommodation arrangements as a result of **your** passport being lost or stolen.
8. The cost of a new passport upon **your** return to the **United Kingdom, Channel Islands or BFPO**.
9. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A Police report from the local Police in the country where the incident occurred for all loss, theft or attempted theft.

A Property Irregularity Report from the airline or a letter from the carrier where loss, theft of damage occurred in their custody.

A letter from **your** tour operator's representative, hotel or accommodation provider where appropriate.

All travel tickets and tags for submission.

Proof of ownership and/or purchase should take the form of currency exchange receipts, cash withdrawal slips or bank statements.

Receipts or bills for any transport and accommodation expenses claimed for.

Receipt for all currency and travellers' cheques transactions.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 7 – Personal liability

What is covered

We will pay up to the amount shown in the summary of cover (including legal costs and expenses) against any amount **you** become legally liable to pay as compensation for any claim or series of claims arising from any one event or source of original cause in respect of accidental:

1. **Bodily injury**, death, illness or disease to any person who is not in **your** employment or who is not a **close relative** or not a person living in **your home**
2. Loss of or damage to property that does not belong to and is neither in the charge of or under the control of **you**, a travelling companion, a **close relative**, anyone in **your** employment or anyone living in **your home** other than any temporary holiday accommodation occupied (but not owned) by **you**.

Special conditions relating to claims

1. **You** must give **us** written notice of any incident which may give rise to a claim as soon as possible.
2. **You** must send **us** every writ, summons, letter of claim or other document as soon as **you** receive it.
3. **You** must not admit any liability or pay, offer to pay, promise to pay or negotiate any claim without **our** permission in writing.

- We** will be entitled to take over and carry out in **your** name the defence of any claims for compensation or damages or otherwise against any third party. **We** shall have full discretion in the conduct of any negotiation or proceedings or in the settlement of any claim and **you** shall give **us** all necessary information and assistance which **we** may require.
- If **you** die, **your** legal representative(s) will have the protection of this cover as long as they comply with the terms and conditions outlined in this policy.

What is not covered

- The policy excess as shown in the summary of cover for each and every claim arising from the same incident claimed for under this section relating to any temporary holiday accommodation occupied by **you**.
- Compensation or legal costs arising directly from:
 - Liability which has been assumed by **you** under agreement (such as a hire agreement) unless the liability would have existed without the agreement.
 - Pursuit of any business, trade, profession or occupation or the supply of goods or services.
 - Ownership, possession or use of mechanically propelled vehicles, aircraft or watercraft (other than surfboards or manually propelled rowing boats, punts or canoes).
 - The transmission of any communicable disease or virus.
- Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

Full details in writing of any incident.

Any writ, summons, letter of claim or other document must be sent to **us** as soon as **you** receive it.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 8 – Delayed departure and abandonment

You are entitled to claim for either delayed departure or abandoning **your** holiday, but not for both.

The benefit provided under 1. below is intended to provide compensation if **you** are delayed at **your** point of departure and is only applicable if **you** have travelled there and checked-in. If **you** have not travelled to **your departure point you** will not be covered even if **you** have checked-in online.

What is covered

If departure of the **public transport** on which **you** are booked to travel is delayed at the final **departure point** from or to **your home area** for at least 12 hours from the scheduled time of departure due to:

- strike or
- industrial action or
- adverse weather conditions or
- mechanical breakdown of, or a technical fault occurring in, the **public transport** on which **you** are booked to travel

We will pay **you**:

Delayed departure

- Up to the amount shown in the summary of cover (which is meant to help **you** pay for telephone calls made and meals and refreshments purchased during the delay) provided **you** eventually travel, or

Abandoning your trip

- Up to the amount shown in the summary of cover for any irrecoverable unused travel and accommodation costs and other pre-paid charges which **you** have paid or are contracted to pay if, after a delay of at least 12 hours, **you** choose to cancel **your trip** before departure from **your home area**.

If **you** have to abandon **your** outward **trip** where the delay has been caused by a strike or industrial action, poor weather conditions or a mechanical breakdown, **we** will pay for **your** unused travel and accommodation expenses, including any local prepaid excursions, tours or activities, up to the amount shown in the table of benefits after any amount that **you** can get back is taken off.

You may claim only under subsection 1. or 2. above for the same event, not both.

Please note: If **you** are a **Channel Islands** resident travelling outside the **United Kingdom**, then this cover only applies to the outward and inward journey from the **United Kingdom**.

Special conditions relating to claims

- You** must check in according to the itinerary given to **you** unless **your** tour operator has requested **you** not to travel to the airport.

- You** must get written confirmation (at **your** own expense) from the carriers (or their handling agents) of the number of hours of delay and the reason for the delay.

- You** must comply with the terms of contract of the travel agent, tour operator, carrier or transport provider.

You should make claims that result from abandoning **your** holiday and happen as a result of the circumstances described in the EU travel directives to the airline first. **We** will pay any money under this policy after the amount of compensation **you** receive from the airline for the same event is taken off.

What is not covered

- The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person** under subsection 2. of What is covered.
- Claims arising directly from:
 - Strike or industrial action or air traffic control delay or adverse weather conditions existing or being publicly announced or forecast by the date **you** purchased this insurance or at the time of booking any **trip**.
 - An aircraft or sea vessel being withdrawn from service (temporary or otherwise) on the recommendation of the Civil Aviation Authority, Port Authority or any such regulatory body in a country to/from which **you** are travelling.
 - Volcanic eruptions and/or volcanic ash clouds.
- The cost of Air Passenger Duty (APD) whether irrecoverable or not.
- Any claim that results from **you** missing a connecting flight.
- Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

Full details of the travel itinerary supplied to **you**.

A letter from the carriers (or their handling agents) confirming the number of hours delay, the reason for the delay and confirmation of **your** check in time.

In the case of abandonment claims, **your** booking confirmation together with written details from **your** travel agent, tour operator or provider of transport/accommodation showing the separate costs of transport, accommodation and other pre-paid costs or charges that made up the total cost of the **trip**.

Your unused travel tickets.

Receipts or bills for any transport, accommodation or other costs, charges or expenses claimed for.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 9 – Missed departure

What is covered

We will pay **you** up to the amount shown in the summary of cover for reasonable additional accommodation (room only) and travel expenses necessarily incurred in reaching **your** overseas destination or returning to **your home area** if **you** fail to arrive at the international **departure point** in time to board the **public transport** on which **you** are booked to travel on the initial international journey of the **trip** as a result of:

- the failure of other **public transport** or
- an accident to or breakdown of the vehicle in which **you** are travelling or
- an accident or breakdown happening ahead of **you** on a public road which causes an unexpected delay to the vehicle in which **you** are travelling or
- strike, industrial action or adverse weather conditions.

You may claim only under one of either Section 9 – Missed departure or, Section 8 – Delayed departure for the same event.

Please note: If **you** are a **Channel Islands** resident travelling to the **United Kingdom** for onward transportation, then this cover only applies to the outward and inward journey from the **Channel Islands**.

Special conditions relating to claims

- If **you** make a claim caused by any delay happening on a public road, **you** must get written confirmation or other evidence (at **your** own expense) from the Police, emergency breakdown services or authority who went to the accident or breakdown of the location, reason for and duration of the delay.
- You** must allow enough time for the **public transport** or other transport to arrive on schedule and to deliver **you** to the **departure point**.

What is not covered

1. Claims arising directly from:
 - a. Strike or industrial action or air traffic control delay or adverse weather conditions existing or being publicly announced or forecast by the date **you** purchased this insurance or at the time of booking any **trip**.
 - b. An accident to or breakdown of the vehicle in which **you** are travelling when a repairers report or other evidence is not provided.
 - c. Breakdown of any vehicle owned by **you** which has not been serviced properly and maintained in accordance with manufacturer's instructions.
 - d. An aircraft or sea vessel being withdrawn from service (temporary or otherwise) on the recommendation of the Civil Aviation Authority, Port Authority or any such regulatory body in a country to/from which **you** are travelling.
 - e. Volcanic eruptions and/or volcanic ash clouds.
2. Additional expenses where the scheduled **public transport** operator has offered reasonable alternative travel arrangements.
3. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A letter from the **public transport** provider detailing the reasons for failure.

A letter from the Police or emergency breakdown services confirming the location, reason for and duration of the delay on a public road if appropriate.

A letter from the relevant **public transport** provider, carrier or authority confirming details of the strike, industrial action or adverse weather conditions.

Your unused travel tickets.

Receipts or bills for any transport, accommodation or other costs, charges or expenses claimed for.

Any other relevant information relating to the claim that **we** may ask **you** for

To make a claim under this section, please call: 0203 824 0714

Section 10 – UK departure assistance and Missed UK connection

What is covered

We will pay **you** up to the amount shown in the summary of cover to meet the additional costs incurred should **you** be delayed or miss **your** connection as follows:

On your outward journey from the United Kingdom

If, after leaving **your home**, **you** are delayed during **your** internal/connecting journey to the airport, port, coach or rail terminal, as a result of disruption, cancellation, delay, **curtailment**, suspension, failure or alteration of **public transport**, or breakdown or accident immobilising the private vehicle in which **you** are travelling, **we** will:

1. provide assistance to enable **you** to continue **your** journey to the **United Kingdom** international **departure point**
2. where necessary, reimburse **you** for alternative transport or emergency local help, including the towing of **your** vehicle to the nearest garage.

On your return to the United Kingdom

1. If **your** main international air, sea, coach or rail carrier is delayed and **you** miss **your** pre-booked and pre-paid **United Kingdom** internal travel connection by scheduled **public transport** **we** will:

- a. assist **you** to reach **home** from the point where **you** transfer from the main international air, sea, coach or rail carrier.
- b. liaise with the onward transport provider to advise of **your** late arrival and will, if necessary, reimburse **you** for alternative travel arrangements to enable **you** to get **home** within a reasonable time.

2. Should **you** arrive at the **United Kingdom** transfer point on time but **you** are unable to continue **home** as planned due to the disruption, cancellation, delay, **curtailment**, suspension, failure or alteration of **your** planned internal travel connection by scheduled **public transport**; **we** will:

- a. reimburse **you** for necessary alternative transport, local emergency assistance, recovery of the private vehicle and the passengers to **home** or overnight accommodation if no alternative transport is available until the following day or whilst awaiting repairs to the private vehicle.

Special conditions relating to claims

1. If **you** suffer delays, **you** must obtain written confirmation (at **your** own expense) from the carrier (or their handling agents) stating the period and reason for delay.

2. If the private vehicle in which **you** are travelling or intending to travel is immobilised by breakdown or accident, then **you** will be responsible for authorising repairs and for meeting any costs other than for 1 hour's roadside assistance and towing charges to the nearest garage.
3. **You** must take every reasonable step to commence and complete the journey to the **United Kingdom** international **departure point** on time.

What is not covered

1. Claims arising from strike or industrial action or air traffic control delay or adverse weather conditions existing or being publicly announced or forecast by the date **you** purchased this insurance or at the time of booking any **trip**.
2. Claims due to **you** allowing insufficient time to complete **your** journey to the **departure point**.
3. Withdrawal from service (temporary or otherwise) of the aircraft, sea vessel, coach or train on which **you** are booked to travel, by order or recommendation of the regulatory authority in any country. **You** should direct any claim to the transport operator involved.
4. Additional costs where the scheduled **public transport** operator has offered reasonable alternative travel arrangements.
5. Breakdown of any vehicle owned by **you** which has not been serviced properly and maintained in accordance with manufacturer's instructions.
6. Immobilisation or loss of any vehicle **you** have taken abroad on **your trip**.
7. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A letter from the carriers (or their handling agents) confirming the period of delay and the reason for the delay.

Any other relevant information relating to **your** claim under this section that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 11 – Legal expenses and assistance

What is covered

We will pay up to the amount shown in the summary of cover for legal costs plus 30 minutes free telephone advice to pursue a civil action for compensation against someone else who causes **you** **bodily injury**, illness or death.

Where there are two or more insured persons insured by this policy, then the maximum amount **we** will pay for all such claims shall not exceed **£100,000 Platinum cover, £50,000 Gold cover, £20,000 Silver cover and £5,000 Bronze cover**.

Special conditions relating to claims

1. **We** ask that legal proceedings in the USA or Canada follow the contingency fee system operating in North America.
2. **We** shall have complete control over the legal case through agents **we** nominate, by appointing agents of **our** choice on **your** behalf with the expertise to pursue **your** claim.
3. **You** must follow **our** agent's advice and provide any information and assistance required within a reasonable timescale.
4. **You** must advise **us** of any offers of settlement made by the negligent third party and **you** must not accept any such offer without **our** permission.
5. **We** will decide the point at which **your** legal case cannot usefully be pursued further. After that, no further claims can be made against **us**.
6. **We** may include a claim for **our** legal costs and other related expenses.
7. **We** may, at **our** own expense, take proceedings in **your** name to recover compensation from any third party for any legal costs incurred under this policy. **You** must give **us** any assistance **we** require from **you** and any amount recovered shall belong to **us**.

What is not covered

We shall not be liable for:

1. Any claim where, in **our** opinion, there is insufficient prospect of success in obtaining reasonable compensation.
2. Legal costs and expenses incurred in pursuit of any claim against a travel agent, tour operator, carrier, **us**, the **Emergency Assistance Facilities** Helpline or their agents, someone **you** were travelling with, a person related to **you**, or another **insured person**.
3. Legal costs and expenses incurred prior to **our** written acceptance of the case.
4. Any claim where the legal costs and expenses are likely to be greater than the anticipated amount of compensation.
5. Any claim where legal costs and expenses are based directly on the amount of compensation awarded (for example a Contingency Fee Agreement).
6. Legal costs and expenses incurred in any claim which is capable of being pursued under a Conditional Fee Agreement.

7. Legal costs and expenses incurred if an action is brought in more than one country.
8. Any claim where, in **our** opinion, the estimated amount of compensation payment is less than £1,000 for each **insured person**.
9. Travel, accommodation and incidental costs incurred to pursue a civil action for compensation.
10. The costs of any Appeal.
11. Claims by **you** other than in **your** private capacity.
12. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

Relevant documentation and evidence to support **your** claim, including photographic evidence.

Any other relevant information relating to the claim that **we** may ask **you** for.

**To make a claim under this section, please write to: Slater & Gordon LLP, 58 Moseley Street, Manchester, M2 3HZ or Telephone: 0161 228 3851 or Fax: 0161 909 4444
Opening hours: Monday to Friday 9am-5pm**

Section 12 – Extended kennel and / or cattery fees

What is covered

We will pay **you** up to the amount shown in the summary of cover (£150 for **trips in your home area**) for any additional kennel/cattery fees incurred if **your** domestic dog(s)/cat(s) are in a kennel/cattery during **your trip** and **your** return to **your home** has been delayed due to **your bodily injury**, illness or disease.

Special conditions relating to claims

1. **You** must send **us** written confirmation (at **your** own expense) from the appropriate kennel or cattery confirming the amount of additional fees that **you** have had to pay together with the dates for which these were payable.

What is not covered

1. Claims arising from **your bodily injury**, illness or disease that are not covered under Section 2 – Emergency medical and other expenses
2. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

Written confirmation from the appropriate kennel or cattery confirming the amount of additional fees that **you** have had to pay together with the dates for which these were payable.

A medical certificate from the treating **medical practitioner** explaining why **you** were unable to return **home** on time.

Your unused travel tickets.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 13 – Hijack and kidnap

What is covered

If **you** are prevented from reaching **your** scheduled destination as a result of hijack or kidnap of the aircraft or ship in which **you** are travelling, **we** will pay **you** up to the amount shown in the summary of cover. This benefit is only payable if no claim is made under Section 1 – Cancellation, **curtailment** or **trip** interruption charges or Section 8 – Delayed departure.

Special conditions relating to claims

1. Claims will not be accepted for hijack or kidnap that have directly resulted from the activities of an **insured person**.
2. **You** have no family or business connections that have directly led to a claim under this section.
3. All **your** visas and documents are in order.
4. **You** must report any hijack or kidnap to the Police as soon as possible upon **your** release and provide **us**, within 30 days of returning from the **trip**, with a Police report confirming that **you** were unlawfully detained and the dates of such detention.

What is not covered

1. Any claim relating to payment of ransom monies.
2. Any claim arising out of any act(s) by **you** which would be considered an offence by a court of the **United Kingdom** if they had been committed in the **United Kingdom**.
3. Any claim where the detainment, internment, hijack or kidnap of **you** has not been reported to or investigated by the Police or local authority.
4. Anything mentioned in General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A Police report from the local Police in the country where the incident occurred confirming that **you** were unlawfully detained and the dates of such detention.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 14 – Incarceration abroad

Gap Year cover only

What is covered

We will pay **you** up to the amount shown in the summary of cover in total for a **close relative** to visit **you** if **you** are imprisoned by the local judiciary during **your trip** for a period of at least two weeks and there is no chance of **you** being released within another two weeks.

The maximum **we** will pay is:

- a. £350 for economy class return air tickets for a **close relative** to visit **you** in prison.
- b. £150 towards accommodation costs, for **your** visiting **close relative**, with a limit of £50 for each 24 hour period.

Special conditions relating to claims

1. **You** must report the matter to **us** or a **close relative** as soon as possible following **your** arrest and provide **us** with a Police report confirming that **you** were imprisoned and the date of such imprisonment.

What is not covered

1. Any costs incurred by **you** in relation to **your** imprisonment.
2. **Your close relatives** costs before **you** were in prison for a total of two weeks.
3. Any claim arising from a **trip** taken within the **United Kingdom**.
4. Any amount that can be recovered by **you** from other sources.
5. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A Police report from the local Police in the country where the incident occurred confirming that **you** were lawfully imprisoned and the dates of such imprisonment.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 15 – Scheduled airline failure

The following definitions apply specifically to this section:

Irrecoverable loss

Deposits and charges paid by **you** for **your trip** which are not recoverable from any other source including but not limited to insurance policies or financial bonds and guarantees provided by the **scheduled airline** or another insurance company or a government agency or a travel agent or credit card company.

Trip

The outward journey and return journey on a **scheduled airline** booked and paid for by **you**.

Scheduled airline

An airline upon whom **your trip** depends operating a regular systematic service to a published timetable whose flights are available

to paying members of the general public on a seat only basis and which is not part of a package holiday arranged by a tour operator.

Insolvency or financial failure

An event causing the cancellation of all or part of **your trip** happening after **you** purchased this insurance which results in the **scheduled airline** no longer carrying on its business or service as a result of financial failure within the meaning of the Insolvency Act 1986 or any statutory modification or re-enactment thereof or a similar legal action in consequence of debt under the jurisdiction of a competent court in another country.

What is covered

We will pay up to the amount shown in the summary of cover for the **irrecoverable loss** of:

1. unused flight ticket charges paid for a **scheduled airline** flight associated with **your trip** that are not refundable and which were incurred before **your** departure date if **you** have to cancel **your trip** or if **you** have already completed the outward journey;
2. the extra cost of a one way airfare of a standard no greater than the class of journey on the outward journey to allow **you** to complete the return journey of **your trip** as a result of the **insolvency or financial failure** of the airline on which **you** are booked to travel causing the flight (or flights) on which **your trip** depends that were subject to advanced booking being discontinued and **you** not being offered from any other source any reasonable alternative flight or refund of charges **you** have already paid.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. **Your scheduled airline** being in administration or, in the USA and Canada, in Chapter 11 at the time of taking out **your** policy.
3. **You** being able to obtain a refund from any other source, where **your scheduled airline** is bonded or insured elsewhere or where **you** have paid for the flight by credit card and can claim a refund from the credit card provider, even if the payment is insufficient to meet **your** claim.
4. Any expense following **your** disinclination to travel or to continue with **your trip** or loss of enjoyment on **your trip**.
5. Any expense arising from circumstances which could reasonably have been anticipated at the time **you** booked your **trip**.
6. Any form of travel delay or other temporary disruption to **your trip**.
7. Any loss sustained by **you** when the Insurance Policy or other evidence or coverage was effected after the date of the first threat of **insolvency or financial failure** (as defined herein) of the **scheduled airline** or other relevant company was announced.
8. Any loss sustained in respect of Charter flight tickets associated with a package holiday and/or other flight tickets not on a **scheduled airline** as defined.
9. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

Full details of the travel itinerary supplied to **you**.

Your unused travel tickets.

Receipts or bills for any transport costs claimed for.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 16 – Gadget cover

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

If **you** have purchased a Single Trip policy, **gadget** cover is included if **you** have paid the appropriate additional premium and it is stated on **your** schedule. Cover applies for the duration of **your trip**, as stated on **your** schedule.

If **you** have purchased an Annual Multi-Trip policy, **you** are covered when taking part in **trips** up to the maximum **trip** duration, as stated in **your** schedule, when **you** have paid the appropriate additional premium and it is stated on **your** schedule.

INTRODUCTION

You purchased this optional **gadget** cover at the same time **you** purchased **your** travel insurance policy. Optional **gadget** cover provides cover for **your gadget** against theft, accidental damage and **malicious damage** when **you** are on a **trip** that is covered by **your** travel insurance policy.

Special definitions applying to this section

Gadget

means the item(s) insured under this insurance, purchased by **you** and shown within the relevant **proof of purchase**. Only item(s) from the following list shall be covered: MP3 Players, iPods, Smart Phones, DVD Players, iPads, Games Consoles, Cameras including Digital Cameras, Video Cameras, Mobile Phones, PDAs, Laptops, Bluetooth Headsets, Satellite Navigation Devices, E-Readers, Camera Lenses, In-Car Computers, Head / Ear Phones, Tablets.

Immediate family

means **your** mother, father, child, brother, sister, spouse/civil partner and partner, who permanently reside with **you**.

Malicious Damage

means the intentional or deliberate actions of another party which causes damage to **your gadget**.

Proof of Purchase

means the original purchase receipt provided at the point of sale that gives details of the **gadget** purchased, or similar documents that provide proof that **you** own the **gadget**.

Violent and Forcible Entry

means entry evidenced by visible damage to the fabric of the building, room, or vehicle at the point of entry.

What is covered:

A. Accidental Damage

We will pay for the repair or replacement cost, less a deduction for wear, tear and depreciation (loss of value), if **your gadget** is damaged as the result of an accident.

B. Theft

If **your gadget** is stolen **we** will pay **you** for the cost of a replacement, less a deduction for wear, tear and depreciation (loss of value). Where only part or parts of **your gadget** have been stolen, **we** will only pay to replace that part or parts.

C. Malicious Damage

If **your gadget** is damaged as a result of intentional or deliberate actions of someone else **we** will pay to repair it. Where only part or parts of **your gadget** are damaged, **we** will only pay to replace that part or parts.

The most **we** will pay for any one claim will be the replacement value of **your gadget**, less a deduction for wear, tear and depreciation (loss of value); and in any case shall not exceed **our** maximum liability for the level of cover as stated on **your** schedule.

What is not covered:

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed under this section by each **insured person**.
2. Any claim for a **gadget** purchased under a private sale.
3. Any theft unless accompanied by a crime reference number. Lost property numbers are not acceptable in support of a theft claim.
4. Any claim involving theft unless reported to the appropriate local Police authorities and **your** mobile coverage provider (if applicable) within 24 hours of discovery or as soon as possible after that.
5. Loss, theft or damage to the **gadget** contained in an **unattended** vehicle unless:
 - a. it is locked out of sight and in a **secure baggage area** and;
 - b. forcible and violent means have been used by an unauthorised person to effect entry into the vehicle and evidence of such entry is available.
6. Any loss, theft or damage of the **gadget** left as checked in luggage or while in the custody of a carrier, tour operator or **public transport** operator.
7. Any loss, theft or damage to the **gadget** as a result of confiscation or detention by customs, other officials or authorities.
8. Theft of the **gadget** from an unoccupied premise whilst on holiday, unless there is evidence of **violent and forcible entry** to the premises.
9. Theft of the **gadget** left unattended in a public place or a place to which the public has regular access.
10. Theft of the **gadget** from the person unless force, pickpocket or threat of violence is used.
11. Theft or accidental damage to the **gadget** whilst on loan to anyone else other than **your immediate family**.
12. Loss of the **gadget**.
13. Theft of or damage to accessories other than SIM or PCIMA cards which were in the **gadget** at the time of the damage or theft.
14. Any claim resulting from the failure of any electrical or computer equipment, software, micro-controller, microchip, accessories or associated equipment to correctly recognise and process any calendar date or time.
15. Repair or other costs for:
 - routine servicing, inspection, maintenance or cleaning;
 - loss caused by a manufacturer's defect or recall of the **gadget**;
 - replacement of or adjustment to fittings, control knobs or buttons, batteries or aerials;
 - repairs carried out by anyone not authorised by **us**;
 - Wear and tear or gradual deterioration of performance;
 - claims arising from abuse, misuse or neglect;
 - a **gadget** where the serial number has been tampered with in any way.
16. Any kind of damage whatsoever unless the damaged **gadget** is provided for repair.
17. The VAT element of any claim if **you** are registered for VAT.
18. Reconnection costs or subscription fees of any kind.
19. The cost of replacing any personalised ring tones or graphics, downloaded material (including apps) or software.

20. Any expense incurred as a result of not being able to use the **gadget**, or any loss other than the repair or replacement costs of the **gadget**.
21. Any claim that occurs whilst not on a **trip**.
22. Liability of any nature arising from ownership or use of the **gadget**, including any illness or injury resulting from it.
23. Any damage as a result of **you** participating in Winter Sports activities unless the appropriate premium has been paid to include cover for Winter Sports activities.
24. Any damage as a result of **you** participating in sports and activities which require payment of an additional premium unless the appropriate premium has been paid to cover that sport or activity.
25. Anything mentioned in the General Exclusions.

Please note: if **you** are insuring an item without SIM or PCIMA card capability, all exclusions relating to these items are not applicable.

Special conditions relating to claims

1. **You** must provide **us** with any receipts, documents or **proof of purchase**, that it is reasonable for **us** to request.
2. **You** cannot transfer the insurance to someone else or to any other **gadget** without **our** written permission.
3. Cover excludes costs or payments recoverable from any party, under the terms of any other contract, guarantee, warranty, or insurance.
4. **You** cannot claim for the same loss under Section 5 – **Baggage** and this section.

To make a claim under this section, please call: 0203 824 0714

Section 17, 18, 19, 20 – Travel disruption

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

Special definitions applying to this section

You may only claim under only one of Sections 17, 18 or 19 of this section for the same event.

If the same items are covered under both Section 8 – Delayed departure and Abandonment; and part Section 19 Enforced stay of this section, **you** can only claim for these under one section for the same event, not both.

If the same costs and charges are also covered under any other section of this policy **you** can only claim for these under one section for the same event.

Special definitions applying to this section

Booking Agent

means a person or organisation that makes reservations for travel or accommodation on **your** behalf.

Consolidator

means a person or organisation that sells airline tickets on behalf of an airline.

Package

means the pre-arranged combination of at least two of the following components when sold or offered for sale at an inclusive price and when the service covers a period of more than 24 hours or includes overnight accommodation:

- a transport
- b accommodation
- c other tourist services not ancillary to transport or accommodation (such as car hire or airport parking) and accounting for a significant proportion of the **package**.

As more fully described under The Package Travel, Package Holidays and Package Tour Regulations 1992.

Scheduled Airline

means an airline that provides a regular service which runs to a timetable.

Snow and ice

means severe winter weather conditions resulting in the build-up of snow and/or ice that results in the Police, CAA or any other authority governing **your** chosen mode of transport advising against all but essential travel, which prevents **you** from travelling.

To make a claim under this section, please call: 0203 824 0714

Section 17 – Cancellation, curtailment and trip interruption

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for **your** proportion only of any irrecoverable unused travel and accommodation costs (including excursions up to £250) and other pre-paid charges which **you** have paid or are contracted to pay, together with **your** proportion only of any reasonable additional travel expenses incurred if:

- a. cancellation of the **trip** is necessary and unavoidable or
- b. the **trip** is **curtailed** or interrupted before completion

as a result of any of the following events occurring:

1. The Travel Advice Unit of the Foreign & Commonwealth Office (FCO) or the World Health Organisation (WHO) or similar body issuing a directive:
 - a) prohibiting all travel or all but essential travel to; or
 - b) recommending evacuation from the country or specific area or event to which **you** were travelling providing such directive came into force after **you** purchased this insurance or booked the **trip**, or in the case of cutting short **your trip** after **you** had left the **United Kingdom** to commence the **trip**.
2. The insolvency of **your scheduled airline**.
3. The insolvency of the providers or **booking agents** of **your** accommodation.
4. Fire, flood, earthquake, explosion, hurricane, tsunami, landslide, avalanche, volcanic eruption or storm making **your** accommodation uninhabitable.
5. An outbreak of food poisoning or an infectious disease at **your** accommodation resulting in its closure during **your trip**.
6. Strike leading to the cancellation of **your** international transport from the **United Kingdom**.
7. The Channel Tunnel being closed for 24 hours from the date and time of **your** scheduled departure as shown on **your** ticket/itinerary.
8. An airport or port **you** were due to travel from or through being closed for 24 hours from the date and time of **your** scheduled departure as shown on **your** ticket/itinerary.
9. Air space being closed for 24 hours from the date and time of **your** scheduled departure, as shown on **your** ticket/itinerary.
10. **You** being involuntarily denied boarding (because there are too many passengers for the seats available) and no suitable alternative flight could be provided within 12 hours.
11. The vehicle in which **you** were due to travel is prevented from making the journey due to **snow and ice**.
12. Road closures due to **snow and ice** prevent **you** from reaching the **departure point** to commence **your** journey.

Special conditions relating to claims

1. If **you** fail to notify the travel agent, tour operator, or provider of transport or accommodation as soon as **you** find out it is necessary to cancel the **trip** the amount **we** will pay will be limited to the cancellation charges that would have applied otherwise.
2. **You** must get (at **your** own expense) written confirmation from the transport provider (or their handling agent) of the cancellation, number of hours of delay or being denied boarding and the reason for these together with details of any alternative transport offered.
3. **You** must comply with the terms of contract of the transport provider and seek financial compensation, assistance or a refund of **your** ticket from them in accordance with such terms and/or (where applicable) **your** rights under EU Air Passenger Rights legislation in the event of denied boarding, cancellation or long delay of flights.
4. **We** may ask **you** to provide written evidence from the Highways Agency, the local authority responsible for the road or other appropriate organisation, confirming the cause of the delay or road closure and how long the delay or closure lasted in respect to 11. and 12. above.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. Any costs incurred by **you** which are recoverable from the transport operator or for which **you** receive or are expected to receive compensation, damages, refund of tickets, meals, refreshments, accommodation, transfers, communication facilities or other assistance.
3. Any costs incurred by **you** which are recoverable from the company providing the accommodation or for which **you** receive or are expected to receive compensation or reimbursement.
4. Any accommodation costs, charges and expenses where the transport operator has offered reasonable alternative travel arrangements.
5. Any costs which **you** would have expected to pay during **your trip**.
6. Any claims arising directly or indirectly from circumstances known to **you** prior to the date this insurance is purchased by **you** or the time of booking any **trip** which could reasonably have been expected to give rise to cancellation or cutting short the **trip**.

7. Claims arising directly or indirectly from strike or industrial action existing or declared publicly by the date this insurance is purchased by **you** or the time of booking any **trip**.
8. Scheduled flights not booked in the **your home area**.
9. Scheduled flights not booked through a bonded travel agent or direct with a **scheduled airline**.
10. The financial failure of
 - a) any **scheduled airline** which is insolvent at the date this insurance is purchased by **you** or at the time of booking any **trip**
 - b) any **scheduled airline** which is bonded or insured elsewhere (even if the bond is insufficient to meet the claims)
 - c) any travel agent, tour organiser, **booking agent** or **consolidator** with whom **you** have booked a scheduled flight.
11. Costs which **you** can recover from elsewhere. for example, payments recoverable from **your** credit or debit card issuer;
12. Any claim arising directly or indirectly from denied boarding due to **your** drug use, alcohol or solvent abuse or **your** inability to provide a valid passport or other documentation required by the transport provider or their handling agent;
13. Claims arising directly or indirectly from an aircraft or sea vessel being withdrawn from service (temporary or otherwise) on the recommendation or the Civil Aviation Authority, Port Authority or any similar body in any country.
14. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 18 – Substitute accommodation cover

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for reasonable additional accommodation and transport costs incurred, up to the standard of **your** original booking, if **you** need to move to alternative accommodation on arrival or at any other time during the trip because **you** cannot use **your** booked accommodation as a result of the following events

1. Insolvency of the providers of **your** accommodation.
2. Fire, flood, earthquake, explosion, hurricane, tsunami, landslide, avalanche, volcanic eruption or storm making **your** accommodation uninhabitable.
3. An outbreak of food poisoning or an infectious disease.

Special condition relating to claims

You must obtain written confirmation from the company providing the service or the local Police that **you** could not use **your** accommodation and the reason for this.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. Any costs incurred by **you** which are recoverable from the transport operator or for which **you** receive or are expected to receive compensation, damages, refund of tickets, meals, refreshments, accommodation, transfers, communication facilities or other assistance.
3. Any costs incurred by **you** which are recoverable from the company providing the accommodation or for which **you** receive or are expected to receive compensation or reimbursement.
4. Any accommodation costs, charges and expenses where the transport operator has offered reasonable alternative travel arrangements.
5. Any costs which **you** would have expected to pay during **your trip**.
6. Any claims arising directly or indirectly from circumstances known to **you** prior to the date this insurance is purchased by **you** or the time of booking any **trip** which could reasonably have been expected to give rise to cancellation or cutting short the **trip**.
7. Claims arising directly or indirectly from strike or industrial action existing or declared publicly by the date this insurance is purchased by **you** or the time of booking any **trip**.
8. Any claim for additional travel and accommodation costs which are of a higher standard than that of **your** originally pre-booked travel and accommodation.
9. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 19 – Enforced stay

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you**:

1. up to £100 for every complete 24 hour period that **you** are unable to reach **your** destination/return to **your** pre-booked accommodation/return **home**, up to a maximum of £1,500; or
 2. up to £1,000 for any necessary and reasonable additional travel expenses where after a period of 24 hours or more, **you** unavoidably have to make immediate alternative arrangements to reach **your** destination/return to **your** pre-booked accommodation/return **home** and **your** travel provider cannot provide alternative travel arrangements;
- If **you** are unable to:
1. reach **your** pre-booked accommodation at **your** intended destination; or
 2. return to **your** pre-booked accommodation whilst on a pre-booked excursion during **your trip**; or
 3. return **home** to **your home area** on **your** scheduled return date;
- due to
- a. the airspace being closed or
 - b. the airport or port that **you** are scheduled to travel from or through is closed (and **you** purchased **your** ticket before it was announced the airport/port was closed); or
 - c. the Channel Tunnel is closed (and **you** purchased **your** ticket before it was announced the tunnel was closed) or
 - d. **you** being involuntarily denied boarding (because there are too many passengers for the seats available) or
 - e. **your** flight is diverted or re-directed after take-off or
 - f. the failure of **public transport** services.

We will also pay up to £200 for emergency replenishment of prescription medication that **you** require to prevent a deterioration or exacerbation of a pre-existing **medical condition**, in the event that **your** existing supplies run out after the date that **you** were scheduled to return **home**.

Special conditions relating to claims

You must get (at **your** own expense) written confirmation from the transport provider (or their handling agent) of the cancellation, number of hours of delay or being denied boarding and the reason for these together with details of any alternative transport offered.

You must comply with the terms of contract of the transport provider and seek financial compensation, assistance or a refund of **your** ticket from them in accordance with such terms and/or (where applicable) **your** rights under EU Air Passenger Rights legislation in the event of denied boarding, cancellation or long delay of flights.

What is not covered

1. In respect to part (b) only, the refunded amount of any unused return travel costs recoverable from **your** originally booked travel provider or any other source;
2. The cost of prescription medication where **you** have not declared a pre-existing **medical condition(s)** or declined to accept the terms of **our** medical pre-screening which apply to **your** pre-existing **medical condition(s)**.
3. The cost of prescription medicine where **you** have not taken sufficient supplies with **you** to last the period of **your trip**.
4. Any costs incurred by **you** which are recoverable from the transport operator or for which **you** receive or are expected to receive compensation, damages, refund of tickets, meals, refreshments, accommodation, transfers, communication facilities or other assistance.
5. Any costs incurred by **you** which are recoverable from the company providing the accommodation or for which **you** receive or are expected to receive compensation or reimbursement.
6. Any accommodation costs, charges and expenses where the transport operator has offered reasonable alternative travel arrangements.
7. Any costs which **you** would have expected to pay during **your trip**.
8. Claims arising directly or indirectly from strike or industrial action existing or declared publicly by the date this insurance is purchased by **you** or at the time of booking any **trip**.
9. Any claims arising directly or indirectly from circumstances known to **you** prior to the date this insurance is purchased by **you** or the time of booking any **trip**.
10. Any claim arising directly or indirectly from denied boarding due to **your** drug use, alcohol or solvent abuse or **your** inability to provide a valid passport or other documentation required by the transport provider or their handling agent.
11. Claims arising directly or indirectly from an aircraft or sea vessel being withdrawn from service (temporary or otherwise) on the recommendation or the Civil Aviation Authority, Port Authority or any similar body in any country.
12. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 20 – Missed connections

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for **your** reasonable additional travel and accommodation costs (room only) **you** have to pay:

- to reach **your** overseas destination;
- where **you** are on a multi-centre holiday to reach **your** next destination as shown on **your** travel itinerary; or
- on **your** return journey to the **your home area**;

that **you** cannot claim back from any other source if **you** fail to arrive at the **departure point** in time to board any onward connecting **public transport** (whether overseas or in the **United Kingdom**) on which **you** are booked to travel as a result of:

1. The failure of other **public transport**; or
2. Strike, industrial action or adverse weather conditions; or
3. **You** being involuntarily denied boarding (because there are too many passengers for the seats available) and no other suitable alternative flight could be provided within 12 hours.

Special condition relating to claims

You must allow sufficient time for the **public transport** or other transport to arrive on schedule and to deliver **you** to the **departure point**.

What is not covered

1. Any costs incurred by **you** which are recoverable from the transport operator or for which **you** receive or are expected to receive compensation, damages, refund of tickets, meals, refreshments, accommodation, transfers, communication facilities or other assistance.
2. Any accommodation costs, charges and expenses where the transport operator has offered reasonable alternative travel arrangements.
3. Any costs which **you** would have expected to pay during **your trip**.
4. Any claims arising directly or indirectly from circumstances known to **you** prior to the date this insurance is purchased by **you** or the time of booking any **trip** which could reasonably have been expected to give rise to cancellation or cutting short the **trip**.
5. Claims arising directly or indirectly from strike or industrial action existing or declared publicly by the date this insurance is purchased by **you** or at the time of booking any **trip**.
6. Scheduled flights not booked in the **your home area**.
7. Costs which **you** can recover from elsewhere. For example, payments recoverable from **your** credit or debit card issuer.
8. Any claim arising directly or indirectly from denied boarding due to **your** drug use, alcohol or solvent abuse or **your** inability to provide a valid passport or other documentation required by the transport provider or their handling agent.
9. Claims arising directly or indirectly from an aircraft or sea vessel being withdrawn from service (temporary or otherwise) on the recommendation or the Civil Aviation Authority, Port Authority or any similar body in any country.
10. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Sections 21, 22, 23 and 24 – Golf Plus

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

Special definitions applying to this section

Golf clubs

means a complete set of clubs carried in a bag, regardless of whether purchased as a set or individually.

Section 21 – Green fees

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

Under Section 1 – Cancellation, curtailment and trip interruption charges

We will pay **you** up to the amount shown in the summary of cover for pre-booked green fees, which are not refundable and which **you** are unable to use if:

1. **You** have to cancel or **curtail your trip** due to adverse weather conditions.
2. **Your** departure to **your** destination is delayed for more than 12 hours and a valid claim is made under Section 8 – Delayed departure and abandonment or Section 19 Enforced Stay.
3. **You** have a valid claim under Section 2 – Emergency medical and other expenses, which supported by a medical report from **your** treating **medical practitioner** confirms **you** were unable to play golf.

What is not covered

1. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 22 – Golf equipment hire

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay up to the amount shown in the summary of cover towards the cost of hiring replacement equipment for each day **your golf clubs** are unavailable, during any one **trip** if **your golf clubs** have been delayed or misplaced by **your** airline or carrier for more than 12 hours during the outward part of **your** journey and **you** would be unable to use **your** pre-booked green fees.

Special conditions relating to claims

1. **You** must obtain confirmation from the carriers (or their handling agents) in writing of the number of hours of delay and the reason for the delay.
2. If **your baggage** is lost, damaged or stolen whilst in the care of **your** carrier **you** must report to them, in writing, details of the loss whilst in their care. In the case of an airline obtain a Property Irregularity Report.
3. **You** must keep detailed receipts for the replacement **golf clubs** hired.
4. **You** must comply with the terms of contract of the travel agent, tour operator or provider of transport.

What is not covered

1. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 23 – Golf equipment

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

1. We will pay **you** up to the amount shown in the summary of cover in respect of each **insured person** if during **your** trip **your golf clubs** are lost, damaged or stolen and not recovered.

Special conditions relating to claims

1. **You** must provide proof of ownership and/or purchase for golf equipment that is lost, damaged or stolen as this will help **you** to substantiate **your** claim.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. **Golf clubs** whilst in use.
3. The exclusions set out under What is not covered in Section 5 – **Baggage**.
4. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 24 – Hole-in-one

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

1. **We** will pay **you** up to the amount shown in the summary of cover if **you** score a 'hole-in-one' during a competition.

Special conditions relating to claims

1. **You** must submit **your** score card, signed by **you** and a witness and countersigned by the club professional or the General Secretary.
2. Receipts must be retained for **your** costs and submitted together with **your** claim.

What is not covered

1. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Sections 25, 26, 27, 28 and 29 – Business Plus

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

Special Definitions applying to this section

Business Money

means bank notes, currency notes and coins in current use and traveller's and other cheques, which are the property of **your** employer.

Business Samples

means a small amount of fabric or other commodity, owned by **you** or for which **you** are responsible, which is to be given or shown to a prospective client.

Section 25 – Business goods and equipment

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

In addition to the cover provided under Section 5 – **Baggage**, **we** will pay **you** up to:

1. Up to the amount shown in the summary of cover for the accidental loss of, theft of or damage to **business goods or equipment**, and in respect of **business samples**

2. £150 for emergency courier expenses necessarily incurred in replacing **business goods or equipment**; or **business samples** essential to **your** intended business itinerary.

The amount payable will be the current market value, which takes into account a deduction for wear, tear and depreciation, (or **we** may at **our** discretion replace, reinstate or repair the lost or damaged **business goods or equipment**; or **business samples**).

You can find full details of the wear and tear scale published on the **Travel Claims Facilities** website at www.tif-plc.co.uk/wearandtear.

Special conditions relating to claims

1. **You** must report to the local Police within 24 hours of discovery or as soon as possible after that and obtain a written report of the loss, theft or attempted theft of all **business goods or equipment** or **business samples**.
2. **You** must provide proof of ownership and/or purchase as this will help **you** to substantiate **your** claim.
3. If **business goods or equipment**; or **business samples** are lost, stolen or damaged while in the care of a carrier, transport company, authority or hotel **you** must report to them, in writing, details of the delay, loss, theft or damage and obtain written confirmation. If **business goods or equipment**; or **business samples** are lost, stolen or damaged whilst in the care of an airline **you** must:
 - a) obtain a Property Irregularity Report from the airline.
 - b) give formal written notice of the claim to the airline within the time limit contained in their conditions of carriage (please retain a copy).
 - c) retain all travel tickets and tags for submission if a claim is to be made under this policy.
4. Receipts for items lost, stolen or damaged must be retained as these will help **you** to substantiate **your** claim.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. **Business goods or equipment**; or **business samples** left **unattended** at any time (including in the custody of a carrier) unless deposited in a hotel safe, safety deposit box, left in **your** locked accommodation or in the locked boot or covered luggage area of a motor vehicle in which **you** are travelling and evidence of forcible and violent entry to the vehicle is available.
3. Loss or damage due to delay, confiscation or detention by customs or other authority.
4. Wear and tear, depreciation, deterioration or loss or damage by atmospheric or climatic conditions by moth **vermin** by any process of cleaning, repairing or restoring mechanical or electrical breakdown.
5. Loss of, theft of or damage to films, tapes, cassettes, cartridges or discs other than for their value as unused materials unless purchased pre-recorded when **we** will pay up to the makers latest list price.
6. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 26- Business equipment delay

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

In addition to Emergency Replacement of **Baggage** (Section 5) **we** will pay **you** up to the amount shown in the summary of cover for the cost of buying essential items if **your business good or equipment**; or **business samples** are misplaced by **your** carrier for more than 12 hours during the outward part of **your** business trip.

Special conditions relating to claims

1. If **your baggage** is delayed whilst in the care of **your** carrier **you** must report to them, in writing, details of the loss whilst in their care. In the case of an airline obtain a Property Irregularity Report.
2. **You** must keep detailed receipts for all essential replacement items purchased.

What is not covered

1. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 27 - Business equipment hire

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

1. We will pay **you** up to the amount shown in the summary of cover for the emergency hire of replacement **business goods or equipment** if **your business goods or equipment**, or **business samples** are:
 - a) accidentally lost, stolen or damaged
 - b) misplaced by **your** carrier for more than 12 hours during the outward part of **your** business **trip**.

This includes the emergency courier expenses **you** incur up to the amount shown in the summary of cover, in obtaining **Business goods or equipment**, which is essential to **your** intended business itinerary.

Special conditions relating to claims

As per the conditions set out in Sections 25 and 26.

What is not covered

1. The exclusions set out under What is not covered in Sections 25 and 26.

To make a claim under this section, please call: 0203 824 0714

Section 28 - Business money

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for the accidental loss of, theft of or damage to **business money**.

Special conditions relating to claims

1. **You** must report to the local Police within 24 hours of discovery or as soon as possible after that and obtain a written report of the loss, theft or attempted theft.
2. Receipts for items lost, stolen or damaged must be retained as these will help **you** to substantiate **your** claim.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. Loss, theft of or damage to **business money unattended** at any time (including in a vehicle or in the custody of carriers) unless deposited in a hotel safe, safety deposit box or left in **your** locked accommodation.
3. Loss, theft of or damage to travellers' cheques if **you** have not complied with the issuer's conditions or where the issuer provides a replacement service.
4. Loss or damage due to delay, confiscation or detention by customs or other authority.
5. Loss or damage due to depreciation in value, variations in exchange rates or shortages due to error or omission.
6. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 29 - Replacement Staff

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for reasonable additional accommodation and travelling expenses incurred in arranging for a colleague or **business associate** to take **your** place on a pre-arranged business **trip** in the event that:

1. **you** die.
2. **you** are unable to make the business **trip** due to **you** being hospitalised or totally disabled as confirmed in writing by a **medical practitioner**.
3. **your close relative** or **close business associate** in **your home area** dies, is seriously injured or falls seriously ill.

Special conditions relating to claims

1. All losses must be supported by a report from a **medical practitioner**.
2. Receipts for costs being claimed must be retained as these will help **you** to substantiate **your** claim.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
2. Additional costs under 2 and 3 above if **you** were aware of circumstances at the time of arranging the business **trip** which could reasonably have been expected to give rise to cancellation of the business **trip**.
3. Any loss or damage arising out of **you** engaging in **manual work**.
4. interruption of **your** business or any other non-insured loss.
5. Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 30 - Wedding/Civil Partnership Plus

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

Special Definitions

you/your/insured person/insured couple

means the couple travelling abroad to be married or enter into a civil partnership whose names appear on the travel insurance schedule.

Wedding/Civil Partnership attire

means dress, suits, shoes and other accessories bought specially for the Wedding/Civil Partnership and make-up, hair styling and flowers paid for or purchased for the Wedding/ Civil Partnership forming part of **your baggage**.

What is covered

1. We will pay up to the amounts shown in the summary of cover for the accidental loss of, theft or damage to the items shown below forming part of **your baggage/valuables**:
 - a) Each wedding ring taken, or purchased during **your trip**.
 - b) **Your** wedding gifts taken, or purchased during **your trip**.
 - c) **Your wedding attire** which is specifically to be worn on **your** wedding day.
2. We will pay up to the amount shown in the summary of cover for the reasonable additional costs incurred to reprint/make a copy of or retake the photographs/video recordings either at a later date during the **trip** or at a venue in **your home area** if:
 - a) the professional photographer who was booked to take the photographs / video recordings on **your** wedding day is unable to fulfil their obligations due to **bodily injury**, illness or unavoidable and unforeseen transport problems, or

- b) the photographs/video recordings of the wedding day taken by a professional photographer are lost, stolen or damaged within 15 days after the wedding day and whilst **you** are still at the holiday/ honeymoon location.

If the same items are also covered under Section 5 - **Baggage you** can only claim for these under one section for the same event.

Special conditions relating to claims

- You** must report to the local Police in the country where the incident occurred within 24 hours of discovery or as soon as possible after that and get (at **your** own expense) a written report of the loss, theft or attempted theft of all **baggage/valuables**. A Holiday Representative's report is not sufficient.
- If **valuables** are lost, stolen or damaged while in a hotel safe or safety deposit box **you** must report to the hotel, in writing, details of the loss, theft, or damage and get (at **your** own expense) written confirmation.
- If **baggage** is lost, stolen or damaged while in the care of a carrier, transport company, authority, hotel or **your** accommodation provider **you** must report to them, in writing, details of the loss, theft or damage and get (at **your** own expense) written confirmation. If **baggage** is lost, stolen or damaged whilst in the care of an airline **you** must:
 - get a Property Irregularity Report from the airline.
 - give written notice of the claim to the airline, within the time limit contained in their conditions of carriage (please retain a copy).
 - keep all travel tickets and tags for submission if **you** are going to make a claim under this policy.
- You** must provide (at **your** own expense) an original receipt or proof of ownership and/or purchase for items lost, stolen or damaged to help **you** to substantiate **your** claim.
- Your** property has not been shipped as freight or under a bill of lading.

What is not covered

- The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.
- Loss, theft of or damage to **valuables** and bank notes left **unattended** at any time (including in a vehicle, in checked in luggage or while in the custody of a carrier, tour operator or **public transport** operator) unless deposited in a hotel safe or safety deposit box.
- Claims arising from **baggage** left **unattended** in a place to which the general public has access (e.g. on a beach/around a swimming pool) or left in the custody of anyone other than an **insured person** or **your** travelling companion.
- Loss, theft of or damage to **baggage** contained in an **unattended** vehicle:
 - overnight between 9pm and 9am (local time) or
 - at any time between 9am and 9pm (local time) unless it is in the locked boot which is separate from the passenger compartment, or for those vehicles without a separate boot, locked in the vehicle and covered from view and there is evidence of forced entry which is confirmed by a Police report.
- Loss or damage due to delay, confiscation or detention by customs or other authority.
- Loss, theft of or damage to un-set precious stones, contact or corneal lenses, hearing aids, dental or medical fittings, antiques, musical instruments, documents of any kind, bonds, securities, perishable goods, bicycles, and damage to suitcases (unless the suitcase is entirely unusable as a result of one single incidence of damage).
- Loss or damage due to cracking, scratching, breakage of or damage to china, glass (other than glass in watch faces, cameras, binoculars or telescopes), porcelain or other brittle or fragile articles unless caused by fire, theft, or accident to the aircraft, sea vessel, train or vehicle in which they are being carried.
- Loss or damage due to breakage of sports equipment or damage to sports clothing whilst in use.
- Loss, theft of or damage to **business goods or equipment**, samples, tools of trade, motor accessories and other items used in connection with **your** business, trade, profession or occupation.
- Loss or damage caused by wear and tear, depreciation (loss of value), variation in exchange rates, deterioration, atmospheric or climatic conditions, moth, **vermin**, any process of cleaning repairing or restoring, mechanical or electrical breakdown.
- Claims arising from damage caused by leakage of powder or liquid carried within personal effects or **baggage/valuables**.
- Claims arising for loss or theft of wedding gifts left **unattended** in a place to which the general public has access (e.g. in the room the reception is held).
- Claims arising from loss or theft from **your** accommodation unless there is evidence of forced entry which is confirmed by a Police report.
- Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Sections 31, 32, 33, 34 and 35 – Cruise Cover Plus

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

Section 31 – Missed Port

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

- In the event of the cancellation of a scheduled port visit due to adverse weather or timetable restrictions, as confirmed by the tour operator in writing, **we** will compensate **you** up to the amount in the summary of cover for each missed port, provided always that **you** obtain in writing from the carrier a statement confirming the reason for the missed port.

What is not covered

- Claims arising from a missed port caused by strike or industrial action if the strike or industrial action was notified at the time the insurance was purchased or the trip was booked;
- Your** failure to attend the excursion as per **your** original itinerary;
- Claims arising from when **your** ship cannot put people ashore due to a scheduled tender operation failure;
- Claims where a monetary amount (including on board credit) of compensation has been offered by the ship or tour operator;
- Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 32 – Stateroom/Cabin confinement

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** the amounts shown in the summary of cover for each complete 24 hour period that **you** are confined by the ship's medical officer to **your** cabin for medical reasons during **your** cruise.

What is not covered

- Any confinement to **your** cabin which has not been confirmed in writing by the ship's medical officer;
- Claims made under Section 3 – Hospital benefit;
- Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 33 – Unused pre-booked excursions

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

Up to the amounts shown in the summary of cover, for the cost of excursions pre-booked in **your home area**, which **you** were unable to use as a direct result of being a hospital in-patient due to an accident or illness which is covered under Section 2 – Emergency medical and other expenses of this policy.

What is not covered

- 1) Claims where the **Emergency Assistance Facilities** Helpline has not been contacted and a recommended hospital has been appointed.
- 2) Claims made under Section 3 – Hospital benefit;
- 3) Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 34 – Itinerary changes

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

In the event of a change in the itinerary of the cruise due to adverse weather or timetable restrictions, as confirmed by the tour operator in writing, **we** will compensate **you** up to the amount in the summary of cover for each change in the itinerary, provided always that **you** obtain in writing from the carrier a statement confirming the reason for the change in itinerary.

What is not covered

- 1) Claims arising from a change in itinerary caused by strike or industrial action if the strike or industrial action was notified at the time the insurance was purchased or the **trip** was booked;
- 2) **Your** failure to attend any excursion as per **your** original itinerary;
- 3) Claims arising from when **your** ship cannot put people ashore due to a scheduled tender operation failure;
- 4) Claims where a monetary amount (including on board credit) of compensation has been offered by the ship or tour operator;
- 5) Anything mentioned in the General exclusions.

To make a claim under this section, please call: 0203 824 0714

Section 35 – Cruise connection

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

Up to the amounts shown in the summary of cover, for reasonable and additional onward travel expenses and room only accommodation costs, necessarily incurred in reaching the next available embarkation point in time to board the original cruise ship on which **you** are booked to travel, or **your** failure to disembark **your** cruise ship at the original disembarkation place in time to reach **your** international **departure point** as a result of:

- 1) The failure of any scheduled **public transport**;
- 2) The failure of **your** booked cruise ship;
- 3) Strike, industrial action or adverse weather conditions.

What is not covered

- 1) Strike or industrial action or air traffic control delay that existed or was publicly announced at the date of **you** purchasing this insurance or at the time of booking the **trip**;
- 2) Withdrawal from service (temporary or otherwise) of an aircraft or sea vessel on the recommendation of the Civil Aviation Authority or a Port Authority of any similar body in any country;
- 3) Additional expenses where the scheduled **public transport** operator has offered **you** reasonable alternative travel arrangements;
- 4) Any delay caused by the quarantine on a cruise ship that **you** were booked to travel on;
- 5) Anything mentioned in the General exclusions.

Special condition relating to claims

1. **You** must allow sufficient time for the scheduled **public transport**, cruise ship or other transport to arrive on schedule and to deliver **you** to **your** embarkation point or international **departure point**.

To make a claim under this section, please call: 0203 824 0714

Sections 36, 37, 38, 39 and 40 – Winter Sports

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

Cover for Sections 36, 37, 38, 39 and 40 only operates:-

1. If the appropriate Winter Sports section is shown as operative in the schedule and the appropriate additional premium has been paid.
2. Under Annual Multi-Trip policies for a period no more than 17 days in total in each **period of insurance**, if the appropriate Winter Sports section is shown as operative in the schedule and the appropriate additional premium has been paid.

Section 36 – Ski equipment

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for the accidental loss of, theft of or damage to **your** own **ski equipment**, or for hired **ski equipment**. The amount payable will be less a deduction for wear tear and depreciation (loss of value – calculated from the table below), or **we** may at **our** option replace, reinstate or repair the lost or damaged **ski equipment**.

Age of ski equipment	Amount payable
Less than 1 year old	90% of value
Over 1 year old	70% of value
Over 2 years old	50% of value
Over 3 years old	30% of value
Over 4 years old	20% of value
Over 5 years old	No payment

The maximum **we** will pay for any one article, pair or set of articles is £250.

Special conditions relating to claims

1. **You** must report to the local Police in the country where the incident occurred within 24 hours of discovery or as soon as possible after that and get a written report (at **your** own expense) of the loss, theft or attempted theft of all **ski equipment**.
2. If **ski equipment** is lost, stolen or damaged while in the care of a carrier, transport company, authority, hotel or **your** accommodation provider, **you** must report to them, in writing, details of the loss, theft or damage and get (at **your** own expense) written confirmation. If **ski equipment** is lost, stolen or damaged whilst in the care of an airline **you** must:
 - a. get a Property Irregularity Report from the airline
 - b. give formal written notice of the claim to the airline within the time limit set out in their conditions of carriage (please keep a copy)
 - c. keep all travel tickets and tags for submission if **you** are going to make a claim under this policy.
3. **You** must provide proof of ownership and/or purchase for items lost, stolen or damaged as this will help **you** to substantiate **your** claim. Please see the Claims conditions for examples of what **we** will accept as proof.

What is not covered

1. The policy excess as shown in the summary of cover for each and every claim per incident claimed for under this section by each **insured person**.

2. Loss, theft of or damage to **ski equipment** contained in or stolen from an **unattended** vehicle unless:
 - a. it is locked out of sight in a **secure baggage area**
 - b. forcible and violent means have been used by an unauthorised person to effect entry into the vehicle and evidence of such entry is available.
3. Loss or damage due to delay, confiscation or detention by customs or any other authority.
4. Loss or damage caused by wear and tear, depreciation (loss in value), deterioration, atmospheric or climatic conditions, moth, **vermin**, any process of cleaning, repairing or restoring, mechanical or electrical breakdown.
5. Winter Sports equipment **you** left **unattended** in a public place, unless the claim is about skis, poles or snowboards, and **you** have taken all reasonable care to protect them by leaving them in a ski rack between 10am and 8pm
6. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A Police report from the local Police in the country where the incident occurred for all loss, theft or attempted theft.

A Property Irregularity Report from the airline or a letter from the carrier where loss, theft or damage occurred in their custody.

A letter from **your** tour operator's representative, hotel or accommodation provider where appropriate.

All travel tickets and tags for submission.

Proof of ownership and/or purchase for items lost, stolen or damaged.

Repair report where applicable.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 37 – Ski equipment hire

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for the reasonable cost of hiring replacement **ski equipment** as a result of the accidental loss of, theft of or damage to or temporary loss in transit for more than 24 hours of **your** own **ski equipment**.

Special conditions relating to claims

1. **You** must report to the local Police in the country where the incident occurred within 24 hours of discovery or as soon as possible after that and get a written report of the loss, theft or attempted theft of **your** own **ski equipment**.
2. If **ski equipment** is lost, stolen or damaged while in the care of a carrier, transport company, authority, hotel or **your** accommodation provider, **you** must report to them, in writing, details of the loss, theft or damage and get (at **your** own expense) written confirmation. If **ski equipment** is lost, stolen or damaged whilst in the care of an airline, **you** must:
 - a. get a Property Irregularity Report from the airline.
 - b. give formal written notice of the claim to the airline within the time limit set out in their conditions of carriage (please keep a copy).
 - c. keep all travel tickets and tags for submission if **you** are going to make a claim under this policy.
3. **You** must provide proof of ownership and/or purchase for items lost, stolen or damaged as this will help **you** to substantiate **your** claim. Please see the Claims conditions for examples of what **we** will accept as proof.

What is not covered

1. Loss, theft of or damage to **ski equipment** contained in or stolen from an **unattended** vehicle unless:
 - a. it is locked out of sight in a **secure baggage area**
 - b. forcible and violent means have been used by an unauthorised person to effect entry into the vehicle and evidence of such entry is available.
2. Loss or damage due to delay, confiscation or detention by customs or any other authority.

3. Loss or damage caused by wear and tear, depreciation (loss of value), deterioration, atmospheric or climatic conditions, moth, **vermin**, any process of cleaning, repairing or restoring, mechanical or electrical breakdown.
4. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A Police report from the local Police in the country where the incident occurred for all loss, theft or attempted theft.

A Property Irregularity Report from the airline or a letter from the carrier where loss, theft or damage occurred in their custody.

A letter from **your** tour operator's representative, hotel or accommodation provider where appropriate.

All travel tickets and tags for submission.

Proof of ownership and/or purchase for items lost, stolen or damaged together with receipts or bills detailing the costs incurred of hiring replacement **ski equipment**.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 38 – Ski pack

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you**:

- a. Up to the amount shown in the summary of cover for the unused portion of **your** ski pack (ski school fees, lift passes and hired **ski equipment**) following **your** **bodily injury**, illness or disease.
- b. Up to the amount shown in the summary of cover for the unused portion of **your** lift pass if **you** lose it.

Special conditions relating to claims

1. **You** must provide (at **your** own expense) written confirmation to **us** from a **medical practitioner** that such **bodily injury**, illness or disease prevented **you** from using **your** ski pack.

What is not covered

1. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A medical certificate from the treating **medical practitioner** explaining why **you** were unable to use **your** ski pack.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 39 – Piste closure

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for transport costs necessarily incurred by **you** to travel to and from an alternative site if either lack of or excess of snow, or an avalanche, results in the skiing facilities (excluding cross-country skiing) in **your** resort being closed and it is not possible to ski. The cover only applies:

- a. To the resort which **you** have pre-booked for a period more than 12 hours and for so long as these conditions continue at the resort, but not more than the pre-booked period of **your trip** and
- b. To **trips** taken outside **your home area** during the published ski season for **your** resort.

If no alternative sites are available, **we** will instead pay **you** compensation of up to the amount shown in the summary of cover.

Special conditions relating to claims

1. **You** are skiing north of the earths equator between 1st January and 30th April, or south of the earths equator between 1st June and 31st October and at a destination of higher than 1600 metres above sea level.
2. **You** must get (at **your** own expense) written confirmation from the relevant authority, ski lift operator or **your** tour operator's representative of the number of days that skiing facilities were closed in **your** resort and the reason for the closure.

What is not covered

1. Any circumstances where transport costs, compensation or alternative skiing facilities are provided to **you**.
2. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A letter from the relevant authority, ski lift operator or **your** tour operator's representative of the number of days that skiing facilities were closed in **your** resort and the reason for the closure.

Receipts or bills for any transport costs claimed for.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 40 – Avalanche or landslide cover

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** the amount shown in the summary of cover for reasonable additional accommodation (room only) and travel expenses necessarily incurred in reaching **your** booked resort or returning **home** if **you** are delayed by avalanche or landslide. The cover only applies to **trips** taken outside **your home area** during the published ski season for **your** resort.

Special conditions relating to claims

1. **You** must get (at **your** own expense) written confirmation from the relevant authority or **your** tour operator's representative confirming the event.

What is not covered

1. Anything mentioned in the General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A letter from the relevant authority or **your** tour operator's representative confirming details of the avalanche or landslide that caused the delay and the period of delay.

Receipts or bills for any accommodation and travel expenses claimed for.

Any other relevant information relating to the claim that **we** may ask **you** for.

To make a claim under this section, please call: 0203 824 0714

Section 41 – Course fees Gap Year – Gold plus cover

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for the reimbursement of pre-paid college course fees where **your** course has to be:

1. cancelled or **curtailed** as a result of the following events occurring:
 - a. The death, **bodily injury**, illness, disease or complications arising as a direct result of pregnancy of:
 - i. **you**
 - ii. any person with whom **you** are travelling or have arranged to travel with
 - iii. any person whom **you** have arranged to stay with
 - iv. **your close relative**.
2. repeated in whole or part as a result of:
 - a. death, serious illness of or **bodily injury** to a **close relative** making it necessary for **you** to return to **your home** or
 - b. serious illness or **bodily injury** to **you** which strictly necessitates absence from the course.

Special conditions relating to claims

1. **You** must get (at **your** own expense) a medical certificate from a **medical practitioner** and the prior approval of the **Emergency Assistance Facilities** Helpline to confirm the necessity to return **home** prior to **curtailment** of the **trip** due to death, **bodily injury**, illness, disease or complications arising as a direct result of pregnancy.
2. If **you** fail to notify the college as soon as **you** find out it is necessary to cancel the **trip**, the amount **we** will pay will be limited to the cancellation charges that would have otherwise applied.
3. If **you** cancel the **trip** due to any other **bodily injury**, illness, disease or complications arising as a direct result of pregnancy, **you** must provide (at **your** own expense) a medical certificate from a **medical practitioner** stating that this necessarily and reasonably prevented **you** from travelling.

What is not covered

We will not pay:

1. The policy excess as shown in the summary of cover for of each and every claim per incident claimed for under this section by each **insured person**
2. Unless the college confirms in writing that the course or any part of it needs to be repeated.
3. Any cost which is recoverable from elsewhere.
4. Any claim arising from sport or recreational activity
5. Anything mentioned in General exclusions.

Claims evidence

We will require (at **your** own expense) the following evidence where relevant:

A medical certificate from the treating **medical practitioner** explaining why it was necessary for **you** to cancel or **curtail** the **trip**.

In the case of death causing cancellation or **curtailment** of the **trip**, the original death certificate.

Original course booking confirmation from the college together with an invoice for any additional course fees charged where the course has to be repeated.

Receipts or bills for any college fees claimed for.

Any other relevant information relating to the claim that **we** may ask **you** for

To make a claim under this section, please call: 0203 824 0714

Section 42 – Computer equipment

Gap Year – Gold plus cover

This section is only in force if you have paid the appropriate additional premium and cover is confirmed in your policy schedule

What is covered

We will pay **you** up to the amount shown in the summary of cover for the accidental loss of, theft of or damage to computer equipment owned by **you**. The amount payable will be less a deduction for wear, tear and depreciation (loss of value), or **we** may at **our** option replace, reinstate or repair the lost or damaged computer equipment.

You can find full details of the wear and tear scale published on the **Travel Claims Facilities** website at www.tif-plc.co.uk/wearandtear.

The Special conditions relating to claims, What is not covered and Claims evidence paragraphs under Section 5 – **Baggage** also apply to this section.

To make a claim under this section, please call: 0203 824 0714

Data Protection Act 1998 Notice

Introduction

Please make sure that **you** read and understand this Data Protection notice as it explains to **you** what **we** will do with the information that **you** give **us** in respect of this travel insurance policy. If **you** apply for **our** products and/or services it is highly likely that **we** will need both personal and sensitive data about **yourself** and anyone else who is covered by the application form in order to administer the insurance policy and any claims which may arise.

You should show this notice to any other person covered under **your** insurance policy. If **your** application includes other individuals **you** should obtain their consent to **us** using their personal information as described in this notice before **you** give their information to **us**.

When **we** use the terms '**we**', '**our**' or '**us**' in this Data Protection notice, **we** mean both Citybond Holdings Ltd and Union Reiseversicherung AG, UK and their agents.

The ways in which **we** use the personal information **you** give to **us** are described below. **Your** insurance policy is made available to **you** by Citybond Holdings Ltd and Union Reiseversicherung AG, UK.

The Data Controllers

Citybond Holdings Ltd and Union Reiseversicherung AG, UK are the Data Controllers of all information collected and processed in the context of the insurance policy.

Protection And Uses Of Your Personal Data

The security of **your** personal information is very important to **us**. All personal information that **you** supply to **us** either in respect of **yourself** or other individuals in connection with **our** products and/or services will be treated in confidence by **us** and will be used by **us** for the purpose of providing and administering **our** products and services. This may involve the collection and processing of sensitive data (as defined in the Data Protection Act 1998) and if **you** complete an application form for **our** products and/or services **you** will be giving **your** consent to such information being processed by **us** (which may include other companies within the Citybond and Union Reiseversicherung AG, UK) or **our** agents. **We** may collect **your** personal information from third parties where this is necessary in order to provide insurance services to **you**.

We may analyse the personal information **you** provide in combination with any other information that **we** lawfully hold or receive for the purposes of reviewing, tailoring and improving **our** products and services. **We** may also engage the services of third parties to perform any such analysis on **our** behalf, however in doing so **we** will ensure that all such activities are carried out in compliance with the applicable data protection legislation.

In order to protect **your** privacy, **we** will anonymise any information **we** analyse as far as possible.

Your personal and sensitive data may also be shared with the underwriter of **our** insurance products. It may be necessary to pass **your** personal and sensitive data to other companies for processing on **our** behalf, or to organisations with which **we** work to provide the benefits under **your** policy (for example, to a hospital which is responsible for any treatment **you** receive through **your** policy). Some of these companies or organisations may be based outside Europe in countries which may not have the laws to protect **your** personal data, but in all cases **we** will ensure that it is kept securely and only used for the purposes described in this notice.

Inaccurate Data

If **you** believe that **we** are holding inaccurate information about **you** in relation to **your** insurance policy, please contact **us** and **we** will be happy to correct any errors.

Telephone Calls

Please note that for **your** and **our** mutual protection telephone calls to **us** may be monitored and/or recorded for the purposes of:

- establishing facts relevant to **our** business;
- checking that **we** comply with laws, regulations and self-regulatory procedures;
- checking and/or demonstrating the standards that **we** should be meeting, for example, for quality control and staff training purposes;
- preventing or detecting crime;
- investigating or detecting the unauthorised use of **our** systems, to secure **our** system and to ensure the effective operation of **our** systems.

Fraud Prevention, Detection and Claims History

In order to prevent and detect fraud **we** may at any time:

- Share information about **you** with other organisations and public bodies including the Police, loss adjustors and other third parties that **we** engage to investigate claims;
- Check and/or file **your** details with fraud prevention agencies and databases, and if **you** give **us** false or inaccurate information and **we** suspect fraud, **we** will record this. **we**, and other organisations involved in the administration of **your** policy, may also search these agencies and databases to:
 - Help make decisions about the provision and administration of insurance, credit and related services for **you** and members of **your** household;
 - Trace debtors or beneficiaries, recover debt, prevent fraud and to manage **your** accounts or insurance policies;
 - Check **your** identity to prevent money laundering, unless **you** furnish **us** with other satisfactory proof of identity;
 - Undertake credit searches and additional fraud searches.

We can supply on request further details of the databases **we** access or contribute to.

[When **we** investigate claims, **we** may conduct searches of publicly accessible information about **you** available on the internet, including using sources such as search engines and social media].

Customer Satisfaction Surveys

We aim to continuously improve the services **we** offer to **our** customers. Occasionally **we** carry out customer satisfaction surveys which may be for **our** own benefit or for more general interest, and **we** may need to collect further information about **you** in connection with them. Surveys will usually be carried out by **us** but in some circumstances **we** will use an external firm. **Your** participation in such a survey is entirely optional but **your** help and feedback would be appreciated.

Contact Us

If **you** have any questions about the way in which **we** use **your** personal information, please contact the Customer Helpline or **our** Data Protection Officer.

Complaints procedure

Making yourself heard

We are committed to providing **you** with an exceptional level of service and customer care. **We** realise that things can go wrong and there may be occasions when **you** feel that **we** have not provided the service **you** expected. If this happens, **we** want to hear about it so that **we** can try to put things right.

If you have a complaint about the sale of your policy

In the first instance, please write to:

Customer Care Manager

Topdog Insurance

109 Elmers End Road

Beckenham

Kent

BR3 4SY or

By email to quality@topdoginsurance.co.uk

If you have a complaint about a claim

Or if you would like to complain about the outcome of your claim, or assistance provided, please forward details of your complaint in the first instance as follows:

Please write to:

The Branch Manager

URV

1 Tower View

Kings Hill

West Malling

Kent

ME19 4UY who will review the claims office decision

E-mail: complaints@tif-plc.co.uk

If **you** are still not satisfied with the way **we** have handled **your** complaint, **you** may then take **your** complaint to the Financial Ombudsman Service who will investigate **your** complaint.

Their address is

Exchange Tower,

Harbour Exchange Square,

London, E14 9SR

Their telephone advice line is 0800 023 4567 if calling from a landline or 0300 123 9123 if calling from a mobile, or visit www.fos.org.uk

You are also able to use the EC On-line Dispute Resolution (ODR) platform at <http://ec.europa.eu/consumers/odr/> who will notify the Financial Ombudsman Service on your behalf

Complaints about non-insured events and your travel arrangements must be referred to your travel organiser

Help for you to plan your trip abroad

All information can be freely obtained by visiting the Foreign and Commonwealth Office website.

Before you go

- Check our travel advice pages for the country you are visiting. Sign up for email alerts and you'll get the latest updates for that country
- Follow @FCOtravel on Twitter to get the latest travel updates and advice
- Find out where the nearest embassy will be – check their website to find out what services they offer and their opening times
- Don't travel without insurance – make sure it covers you for any activities you are likely to undertake including extreme or water sports
- If you're travelling within the European Economic Area you can get a free European Health Insurance Card for free or reduced emergency care – you still need full travel insurance though!
- You can call 112 to contact the emergency services in any EU country
- Research the health risk on the NHS travel health information page as soon as possible before travelling, and if necessary visit your GP or a travel clinic
- If you have a pre-existing medical condition, make sure you take enough medical supplies for the duration of your visit and any unexpected delays. Medical supplies may be subject to supply constraints in some countries and in remote areas
- Make sure you've got correct visas for the country you are visiting and that your passport is valid
- All first time adult passport applicants must now attend an interview to verify their identity. It now takes up to six weeks to get a first passport. For more information please read our passports information
- For certain countries your passport must be valid for 6 months after the date you travel – check the entry requirements before you go
- Make a note of your passport number and consider taking a photocopy with you and/or storing it online using a secure data storage site
- Make sure you fill in the emergency contact details in your passport. This will make it much easier for us to contact someone if necessary
- Tell family and friends where you are going and leave them your contact details, insurance policy details and your itinerary and/or store them online using a secure data storage site
- Make sure you have enough money to cover emergencies and any unexpected delays. Consider taking more than one means of payment with you (cash, debit card, credit card)
- Find out if travellers cheques are appropriate for your destination and keep a separate record of their numbers
- Invest in a good travel guide to help you plan your trip
- If you're going to be driving abroad, make sure your licence is current and valid and be aware of the driving laws in the country you are visiting
- Check the HM Revenue & Customs Travel website for information on duty-free allowances, banned goods etc

When you are away

- Think about what you are doing at all times and trust your instincts – don't take risks that you wouldn't at home
- Don't openly display valuables such as mobile phones or digital cameras and consider using a padlock on suitcases or backpacks
- Find out about local customs and dress, behave accordingly and obey local laws – there may be serious penalties for breaking a law that might seem trivial at home
- Be careful when taking photographs, videos or using binoculars. Such activities may be misunderstood, especially near military installations
- Consider taking your mobile with you or renting one while you're away. Store useful numbers such as the local Police and the nearest embassy or consulate
- Check with your service provider to make sure your phone works abroad
- Respect the environment – don't buy wildlife souvenirs, conserve resources like water and don't drop litter
- Check import regulations for food and plants before you attempt to bring them back to the UK

Getting married abroad

Contact the local authorities in the country where you want to get married or enter into a civil partnership to find out what you need to do.

Your marriage or civil partnership should be recognised in the UK if you follow the correct process according to local law.

You might be asked to get certain documents from the UK government if you're a British national.

Visit www.gov.uk/browse/citizenship/citizenship to find out:

- Which documents you can get
- How to apply for them

Financial protection for holidays

If your travel provider goes bankrupt when you're abroad on holiday you need to know you won't get stranded without a refund. Fortunately there are several associations that exist to help protect and support you – we've explained how below.

Book your foreign holiday through a reputable travel company

Good travel agents and tour operators will give you security through:

- An Air Travel Organisers Licence (ATOL)
- Membership with an approved body such as ABTA; the Association of Bonded Travel Organisers Trust (ABTOT); the Association of Independent Tour Operators (AITO); Bonded Coach Holidays (BCH); or the Federation of Tour Operators (FTO)
- A suitable insurance policy
- A protection scheme or trust fund for any payments you make in advance

Many of the travel arrangements provided by these kinds of companies are protected in case of the financial failure of the travel company. You should, however, always ask your travel company if financial protection applies to your travel arrangements. If it doesn't, the company may be able to offer suitable insurance to cover you.

If you have booked a 'package' holiday (usually a combination of transport and accommodation) in the UK then you will be protected by the Package Travel Regulations, which give consumers special protection where things go wrong or circumstances change in the period after the booking has been made.

Air Travel Organiser's Licensing

ATOL is a consumer protection scheme for air holidays and flight, managed by the Civil Aviation Authority (CAA).

How ATOL protects you

The scheme protects you from losing money or being stranded abroad when a travel firm goes out of business.

All travel firms that sell air holidays and flights in the UK must hold an ATOL, which is only issued after a firm has met the CAA's criteria. Licensed travel firms must also contribute to a financial protection fund managed by the Air Travel Trust (ATT). In the event of an ATOL travel firm's failure, the CAA uses the fund to ensure people abroad are able to finish their holidays and fly home, while those unable to travel are able to receive a refund. ATOL is the only scheme for flights and air holidays sold by travel firms in the UK.

How you can get ATOL protection

When you make a holiday booking, make sure the travel firm has a licence; firms are required to display their ATOL licence number on websites and in brochures, and when you book, the ATOL holder or their agent must give you an ATOL Certificate confirming you are ATOL protected immediately when you pay any money (even a deposit) for an air holiday or flight. This should include the name of the licensed firm you've booked with, their ATOL number and details of what's protected. You should take these documents with you when you travel.

You will not be protected by ATOL if you:

- Just buy a scheduled flight and receive an airline ticket or other airline confirmation within 24 hours of payment
- You book direct and pay an airline direct

The ATOL website www.atol.org.uk has more information about the ATOL scheme and you check whether your travel firm is licensed. For further details please visit www.caa.co.uk

In a medical emergency abroad

- First check that the circumstances are covered by this policy
- Telephone 24hr/365 days Emergency Assistance Facilities on + 44 (0) 203 824 0713 for assistance
- Quote Master Policy Number RTYCD40026-02

Important telephone numbers

Medical assistance abroad	+ 44 (0) 203 824 0713
Travel claims	0203 824 0714
Medical screening	0330 123 5677 or www.healthscreen247.com
Legal expenses and assistance	0161 228 3851

Valid for policies issued between 1st January 2017 and 31st December 2017, for all departures up to 31st December 2018

Policy arranged by



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