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## UNIVERSITY FOR THE CREATIVE ARTS

### Admission of students under the age of 18 at the start of their course

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#### 1. Background

1.1 The University for the Creative Arts Admissions Policy has regard to the University's policy on equal opportunities, its commitment to giving careful consideration to applicants with disabilities and to such anti-discrimination legislation as may be in force.

1.2 In addition to significant numbers of applicants to FE courses, the University currently admits a small number of qualified applicants each year, who are not 18, to its undergraduate courses. The majority of these applicants become 18 before the end of the first semester, however, a small number of students remain 17 (or under) beyond semester one of the academic year of entry.

1.3 In addition to equality regulations the University applies General Entry Requirements to applications to study towards a named award. Applicants may meet our general requirements prior to being 18 years old.

1.4 In law anyone under the age of 18 is a minor, and therefore registration of such a person requires careful consideration. The University has devised measures to ensure that such applicants who apply to and gain entry to the University are accorded appropriate additional consideration. This consideration recognises the applicant/student's rights and responsibilities as minors and those of the University.

1.5 The University is committed to the support and achievement of all students, including those under the age of 18. The University Safeguarding Policy provides further information on the support provided to students under the age of 18.

#### 2. Context

2.1 The University undertakes to assess individual applications on the basis of academic merit within the context of prevailing internal and external regulatory frameworks. It recognises that there are a range of factors associated with being a minor in law that affect an individual's ability to be a student in an adult university environment.

2.2 In reaching decisions on applications from candidates under 18 at the start of their course, the University takes these regulatory and legal factors into account and applies the following general principles:

- a) The University does not act *in loco parentis* and parents or guardians are required to accept such parental responsibility. Where Social Services act as guardian, separate provisions apply.
- b) The parent or appointed guardian, in addition to exercising responsibilities for the well-being of the applicant, also takes full responsibility for the applicant's compliance with University regulations including those relating to financial liabilities.
- c) The parent or appointed guardian consents to the student's engagement in course activities such as field trips or similar activity. Parental consent for students who are under 18 will be requested for field trips; see the University Safeguarding Policy for more information.

d) That it is recognised that a person under the age of 18 does not have full legal capacity to enter into contracts, to give valid consent or to hold a Trustee position in student clubs or societies.

e) That it is recognised that the student will not be permitted to purchase or consume alcohol on University premises.

f) That it is recognised that while studying at the University, students will be subject to UK law and the rules of the University.

### **3. Responsibilities**

3.1 The University is committed to the safety and well-being of all its students and recognises the particular needs of those who are under 18 on entry. Such students are regarded as minors under UK law. The following responsibilities should be considered by the student and their parents/guardians before deciding whether to enrol onto a course at the University.

#### **3.2 The applicant/student will:**

a) Make known to the University their correct date of birth.

b) Abide by the conditions of admission and registration that relate to being a minor as well as being a student.

c) Provide next of kin details of a parent/guardian (collected during online enrolment), and inform Campus Registry staff if contact details change throughout the duration of the course.

d) Be expected to observe the same rules and regulations about acceptable use of the internet as all other students.

e) Be unable to enter into contracts. Where these are required, the University requires a parent or guardian to act as guarantor.

f) Not be permitted to purchase or consume alcohol on any of the University's premises.

g) Not be able to hold office in University or Students' Union clubs and societies, and their participation in certain activities may be limited.

#### **3.2 The parent/guardian will:**

a) Agree to and abide by the terms of admission and registration governing the role of the parent or guardian regarding the student's compliance with University regulations. This will include those regulations relating to financial liabilities and means that parents or guardians must pay any sums agreed under a contract if the student fails to do so.

b) Ensure that adequate arrangements are made for the safeguard of the student's general well-being whilst they are enrolled at the University, and for their travel, reception on arrival in the UK and living arrangements while in the UK.

c) Where a student is from overseas and the parent/guardian remains abroad, provide the University with contact details of a guardian who is in the UK and who will be accessible to the University and to the student, should the need arise.

d) Be aware that the University for the Creative Arts is an adult environment. Students are expected to behave like adults and to assume adult levels of responsibility. Students are required to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds.

e) Contact the University if they are unwilling for the student to participate in any activities, prior to the student enrolling onto the course. If this would, in the University's opinion, have a detrimental effect on the student's experience of university life, the University reserves the right to change the course offer so as to admit the student only once he or she reaches 18.

### **3.3 The University will:**

a) Assess applications from those under 18 upon entry to its courses on academic merit and in accordance with this Policy.

b) With any confirmation of offer to a student under the age of 18, provide details of a member of staff who has undergone a Disclosure Barring Service check, to act as a point of contact. This would usually be full time academic staff for FE students, and/or Specialist Advisers in Library and Student Services.

c) Collect next of kin details for all students as part of the online enrolment task. If the student is from outside of the UK, these details may be different to the parent/guardian based in the UK and will only be used in the event of an emergency, e.g. serious injury or illness or it is in the vital interests of the student, unless the student has given express consent.

d) Not give information to parents or guardians of students under 18 regarding the student's progress, results or any other personal circumstances unless the student has given their explicit consent, in line with the Data Protection Act.

e) Where a student is from outside of the UK, request details of a parent/guardian who is in the UK, and who will be accessible to the University and to the student, should the need arise. This information will be collected after an offer has been made, and will be held in the University student record system.

f) Not restrict any access to any internet sites or categories of information, as internet access is unrestricted at the University.

g) In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. In the case of such an emergency, the University will act on medical advice in the best interests of the student.

h) Not assume parental responsibility for a student under the age of 18.

## **4. For students who reside outside of the UK:**

4.1 Where a student is from outside of the UK, the University will request the following details of a parent/guardian who is in the UK, who will be accessible to the University and to the student, should the need arise.

4.2 The following information will be collected after an offer has been made, via the Applicant Portal and will be held in the University student record system:

- Name of parent/guardian who will act as guardian whilst the student is studying at UCA until he/she is 18
- UK address of guardian
- Telephone number of guardian
- Email address of guardian

4.3 Where parents are not resident in the UK, it will be necessary to appoint a UK-based guardian for a student under 18 on entry. The University requires the contact details for this person and must be sure that they live in the UK and have agreed to act in this capacity.

4.4 The University is not able to assist parents in finding a suitable guardian but for those families who do not have friends or relatives in the UK a list of accredited agencies can be obtained from:

*The Association of Educational Guardians for International Students (AEGIS)*

*Tel: +44 (0)1453 821293*

*Email: [info@aegisuk.net](mailto:info@aegisuk.net)*

*The list is also available at [www.aegisuk.net](http://www.aegisuk.net)*

4.5 Where students require a Tier 4 visa to study in the UK, the UK Visas & Immigration require birth/adoption documents to be provided to the UKVI and to the University, to prove the relationship with the person/s giving consent.

Policy last reviewed: March 2017

Next review required: September 2017

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**Under 18 Policy - Parental/Guardian Consent Form**
**Section A**

1. I give my consent to my son/daughter/ward's application to UCA
2. I understand and accept that the University for the Creative Arts does not accept parental responsibility for my child.
3. I understand and accept that the University for the Creative Arts is an adult environment and that my son/daughter/ward will generally be treated as an adult.
4. I am aware of\* and consent to the activities that my child will be undertaking as a necessary part of his or her studies.
5. I understand and accept liability for all fees that will be incurred by my son/daughter/ward whilst registered at the University for the Creative Arts.
6. I understand and accept that while studying at the University for the Creative Arts my son/daughter/ward will be subject to UK law and the rules of the University.
7. I understand and accept that the University for the Creative Arts cannot release information relating to my son or daughter, either academic or personal, without my son or daughter giving the University express consent for this except in the event of an emergency, e.g. serious injury or illness or when it is in the vital interests of the student
8. I will provide emergency contact details for the child.
9. Where a student is from overseas, and we as parents/guardian remain abroad, I will provide the University with contact details of a guardian for my child who is in the UK, and who will be accessible to the University and to my child, should the need arise.
10. I agree that my son/daughter/ward has permission to travel independently.
11. I agree that my son/daughter/ward has permission to live independently.

*\*I have discussed the course with an academic representative from the School. I am aware of the activities that will be undertaken and I sign this form in that knowledge.*

Name of student:	
Student reference number:	
Name of parents/guardians:	
Relationship to student*:	
Is parent/guardian named above based in the UK? If no, complete section B	

\*If the student requires a Tier 4 visa to study in the UK, you must submit birth/adoption documents to prove the relationship with the person/s giving their consent in their letter.

**Section B: Appointing a UK Guardian for a Student Under-18**

I authorise the UK based person named below to act as guardian for my son/daughter whilst in the UK and until he/she is 18.

Name of UK guardian:	
Relationship of guardian to the student:	
UK address of guardian:	
Telephone number of guardian:	
Email address of guardian:	

I declare that I have read and accept the above conditions.

Signature of <b>both</b> parents/ guardians (unless one parent has sole legal responsibility):		Date:	
		Date:	
Signature of UK guardian:		Date:	

**Please return form to: [admissions@ucreative.ac.uk](mailto:admissions@ucreative.ac.uk)  
UCA Admissions, Falkner Road, Farnham, GU9 7DS, United Kingdom**

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