**UNDER 18’S PARENT / GUARDIAN CONSENT FORM (2019 Entry)**

CONCERNING THE APPLICATION OF A STUDENT, UNDER THE AGE OF EIGHTEEN, TO PURSUE A COURSE OF STUDY AT THIS UNIVERSITY

Name of Student:

Date of Birth: Student Number: 100

Academic School & Department:

Royal Holloway, University of London generally makes contracts with students who have reached the age of majority and so are able to independently enter into adult agreements.

When a student is below that age, we need to outline some particular areas that must be agreed by the student and the parent/guardian for them to be able to study here.

1. **Level of care and support**

The University is not in a position to offer substantial extra care, support or surveillance to students under the age of majority. The University does not act *in loco parentis* (i.e. will not take to fulfil the duties normally undertaken by a parent)*.*  In agreeing for a child to study here a parent accepts that they are willing for their child to receive the same degree of care and attention that the university gives it adult students, and it is important that the parents make sure they understand the very adult environment that exists at a British University and that they understand the course their child will be pursuing and what is involved in this. If a parent / guardian wishes for their student to receive additional care, support or oversight, they must personally make arrangements, and take responsibility, for its provision.

1. **Emergency contacts**

The parent / guardian must ensure that the University is supplied with emergency contact details and that these details are updated. If the emergency contacts are not present in the UK, they should nominate a guardian in this country who will act for them if necessary. The parent / guardian must agree for the University to be able to arrange, in an emergency, medical (and other) care for the student, until contact is made and the parent's wishes ascertained.

1. **Exclusions**

The underage student may not be able to enter University or SU premises licensed for the supply of alcohol where the terms of that license specifies those present must be 18 or over. The student may not hold any office in the University or in the Students’ Union. It is the responsibility of the student to identify themselves as a minor when appropriate and to obey all instructions issued to them concerning such premises and such offices. The student must not buy alcoholic drinks or allow others to buy alcoholic drinks for them. Failure to abide by these rules will be treated as a breach of regulations and dealt with accordingly by the venue.

1. **Contracts**

The parent / guardian must guarantee fulfilment of any contract the student enters into with the university and must undertake payment of all sums due under any such contract. Negotiation concerning contracts shall normally be undertaken with the student, and when they have agreed, the contract will be deemed to have been underwritten and guaranteed by the parent (and the guardian if appropriate). Generally, the university shall deem the student as competent to understand all aspects of the normal university process, to obey the University regulations, to be disciplined under college procedures and shall not as a matter of routine make contact with the parent or guardian concerning any matter. However, the University will take action to recover debts from the parent / guardian if the student fails to pay them and will reveal necessary details to the parent / guardian if necessary to recover these debts.

1. **Tier 4 parental consent** *(f0r Tier 4 applications only)*

A student aged 16 or 17 has the legal right to live independently in the UK, and may make their own accommodation arrangements. However, when a 16 or 17 year old applies for a visa under Tier 4 (General), they must have their parents’ permission to both travel to the UK and to live independently. For more information, see the Tier 4 Migrant Guidance on the Gov.uk website or email student-administration@royalholloway.ac.uk

**SUPPORT FOR STUDENTS**

We are confident that the Academic School and the Student Advisory & Wellbeing department will be able to offer the student any guidance needed for normal situations. However, the University would like to make sure that in the event of any emergency or problem, the student knows who to contact for help.

 The University has identified the following central professional services staff who are aware of the student’s status as a minor; who will treat anything told to them with discretion and sensitivity and who will make addressing any difficulties the student is having a matter of priority. Please do not hesitate to contact them over anything that is troubling you.

**Student Advisory & Wellbeing**

**Helen Groenendaal** Head of Student Advisory & Wellbeing +44 (0) 1784 443394

**Denise Keable** Head of International Support & Inclusivity +44 (0) 1784 443663

**Student Wellbeing**

**Lee Fellows** Head of Student Wellbeing +44 (0) 1784 276612

**Emma Watson** Wellbeing Adviser +44 (0) 1784 443395

**Susan Eastburn** Wellbeing Adviser +44 (0) 1784 443132

**Kate Corti** Wellbeing Adviser + 44 (0) 1784 276757

[wellbeing@royalholloway.ac.uk](wellbeing%40royalholloway.ac.uk%20%20)

Office hours are generally 9.00am – 5.00pm, Monday to Friday.

In an emergency you should call University Security (01784 443063) who will alert the relevant member of staff.

**In summary:**

* I understand and accept that Royal Holloway, University of London does not accept any parental responsibility for the student
* I understand and accept that Royal Holloway, University of London is an adult environment and that students will generally be treated as adults
* I consent to the activities that students will be undertaking as a necessary part of their studies
* I consent to Royal Holloway, University of London acting on medical advice in the best interest of the student to authorise emergency medical treatment if it is not possible to contact a parent or an appointed guardian
* I understand and accept that Royal Holloway, University of London’s internet and email services are provided on the principle of unrestricted access
* I agree to accept liability for the student’s debts to Royal Holloway, University of London, and I will enter into a legally binding guarantee if requested by the University
* I understand and accept that while studying at Royal Holloway, University of London the student will be subject to the UK law and University Regulations
* I understand and accept that Royal Holloway, University of London cannot release or discuss information relating to students, either academic or personal, without the student giving the University express consent for this.

**Tier 4 applicants only**:

* I give permission for the student to both travel to the UK and to live independently.
* I have provided evidence of the relationship between the student and parent / guardian.

If these matters are agreeable to you, you are requested to signify this by signing below and ensure that emergency contact details are given to the University.

**UK guardian's details (if applicable)**

NAME……………………………………………………………………………………………………..

ADDRESS…………………………………………………………………………………………………

TELEPHONE………………………………………………………………………………………………

**Parent contact details** (please give as much information as possible for emergency contacts)

NAME……………………………………………………………………………………………………..

ADDRESS…………………………………………………………………………………………………

TELEPHONE………………………………………………………………………………………………

**I have read the above conditions; I understand them and I consent to them.**

Signed:

Parent(s)…………………………………………………………………………………………………………….

Student……………………………………………………………………………………………………………