



## UNDER 18'S PARENT / GUARDIAN CONSENT FORM

### Entrants for the 2021 / 2022 academic year

Concerning the application of a student who is under the age of 18 at the commencement of their studies to pursue a course of study at this university.

**Royal Holloway, University of London generally enrolls 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 particular areas that must be agreed by the student and the parent / guardian for them to be able to study here.**

**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 student to study here a parent accepts that they are willing for their student 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 adult environment that exists at a British University and that they understand the course their student 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.

**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.

**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.

**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.

**Student visa: Parental consent needed for under 18's:** If a student is under 18 they will require written consent (permission) from both parents or legal guardians (or one parent if they have sole responsibility) when applying for a student visa. This must include their consent for the student's (i) visa application; (ii) living and care arrangements in the UK and (iii) travel to the UK. Students will also need to provide a copy of their birth certificate (or another Government issued document) that shows the name of the student's parents. For more information please visit the

Government [webpages for Student Visas](#) or email [Student Administration](#), Student & Academic Services.

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### **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**

E:[supportingyou@royalholloway.ac.uk](mailto:supportingyou@royalholloway.ac.uk)

Helen Groenendaal, Head of Student Advisory & Wellbeing	+44 (0) 1784 443394
Denise Keable, Head of International Support & Inclusivity	+44 (0) 1784 443663
Lee Fellows, Head of Student Wellbeing	+44 (0) 1784 276612

Office hours are generally between 8.00am – 6.00pm, Monday to Friday. In an emergency you should call the university Security team on +44 (0) 1784 443063. The security team will alert the relevant member of staff.

### **PARENT / GUARDIAN AUTHORISATION**

Name of Student:

Date of Birth: (DD/MM/YYYY)

Student Number: 100

Academic School / Department:

Programme of study:

#### **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 the university 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 appropriate staff 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 internet and email services are provided on the principle of unrestricted access.
- I agree to accept liability for the student's debts to the university, and I will enter into a legally binding guarantee if requested by the university
- I understand and accept that while studying the student will be subject to the UK law and University Regulations
- I understand and accept that the university cannot release or discuss information relating to students, either academic or personal, without the student giving their express consent for this.

**Student visa 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.....EMAIL.....

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

NAME.....

ADDRESS.....

TELEPHONE.....EMAIL.....

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

Signed: Parent(s).....

Signed: Student.....

***Please return the completed form to:***

*Student Advisory & Wellbeing, Royal Holloway University of London, Egham, Surrey, TW20 0EX or email to [supportingyou@royalholloway.ac.uk](mailto:supportingyou@royalholloway.ac.uk).*