

POLICY FOR ADMITTING STUDENTS UNDER THE AGE OF 18 YEARS



This document sets out the policy for admitting students under the age of 18 years.

Version	5
Executive Sponsor	Executive Director of Marketing Recruitment And Communications
Officer Responsible for Policy/ Procedures	Director of Admissions
Consultation Process	Admissions Strategy Steering Committee (ASSC) Executive Director of Marketing, Recruitment and Communications
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INTRODUCTION AND CONTEXT

Aston University (“the University”) permits applicants under the age of 18 to apply to study and enrol onto its programmes.

The University is an adult environment and treats all its students as independent, mature individuals regardless of whether they are under the age of 18 years.

The University’s Policies and Procedures apply to all students who are permitted to enrol at the University.

1. SCOPE OF THE POLICY

1.1 Purpose of the Policy

The University has established a policy that will apply to students under the age of 18 years.

1.2 What is covered by the Policy?

This policy covers the duties owed by the University and a student under the age of 18 years.

1.3 Who is covered by the Policy?

This policy applies to a student, who at the date of enrolment onto a University programme, is under the age of 18 years.

1.4 Who is responsible for the Policy?

The Deputy Vice-Chancellor is the Executive Sponsor, and, they and the Associate Pro Vice Chancellor (Students) are responsible for this policy.

2. THE POLICY STATEMENTS

2.1 Enhanced duty of care

2.1.1 The University recognises that it has a duty of care towards its students. This duty will be enhanced where the student is under the age of 18 years. The Director of Operations or nominee for each College will be responsible for the provision/facilitation of enhanced duty of care which will include:

- 2.1.1.1 notification of age procedures (see clause 8 below);
- 2.1.1.2 facilitation of regular meetings with personal tutors; and
- 2.1.1.3 notification of programme director.

2.2 Student responsibility

Students will be expected to act responsibly and appropriately at all times.

2.3 Application process for under 18's

Applicants will typically apply via UCAS, (apart from On Campus Aston Programmes or when applying from a partner institution which involves direct application). Applications will be assessed using the University's standard academic criteria. In the event the University deems an applicant academically suitable, a conditional offer will be made to include any outstanding academic qualifications as well as the return of a completed parental consent form.

2.4 Parent/Guardian Consent

- 2.4.1 The University will not act in loco parentis.
- 2.4.2 If you are an applicant who will be under the age of 18 at the time of enrolment, your parent/guardian will be required to complete the parental consent declaration form as set out in schedule 1 to this policy. This will be a condition of your offer.
- 2.4.3 If your parent/guardian lives outside of the UK, the University requires your parent to provide details of a guardian based in the UK.
- 2.4.4 The parent/guardian should ensure that the University is provided with up-to-date contact details.
- 2.4.5 By signing the parental consent declaration form, parents/guardians acknowledge that students are required to undertake placements, excursions and/or field trips as part of their study and the University excludes all liability to the extent permitted by law.

2.5 Fees

Students under the age of 18 must be able to demonstrate they can meet their tuition fees and any other fees due and payable while at the University.

2.6 Contracts

Students under the age of 18 years are by law unable to enter into legal contracts. In the event such contracts are required, parents/guardians will act as guarantor of the student and honour all obligations under those contracts until the student reaches the age of 18.

2.7 Notification of Age

The Head of Undergraduate Admissions will inform the Associate Pro Vice Chancellor (Students), the Students' Union, the relevant Associate Dean and any other member of staff who needs to know, prior to enrolment, of any student who will be under the age of 18 on entry to the University. The Associate Dean will inform the relevant Programme Director who will in turn, inform the Personal Tutor.

2.8 Personal Tutor Support

Students under the age of 18 will receive the following support from their personal tutor:

2.8.1 the Personal Tutor will contact the student within the first month of the student's academic year to ascertain how they are dealing with the transition into their studies; and

2.8.2 the Personal Tutor will arrange follow up meetings on a termly basis, unless requested more frequently by the student; and

2.8.2 the Personal Tutor will ensure the student is aware all the support services available.

2.9 Safeguarding

The University recognises that it has social, moral and legal responsibilities to protect and safeguard the welfare of children, young people and adults in vulnerable situations with whom its work brings it into contact. The University has developed a Safeguarding Policy and Procedure to which it adheres.

2.10 Relationships with staff

Under the Sexual Offences (Amendment) Act 2000, it is a criminal offence for any person in a position of trust (which may include members of University staff) to engage in sexual activity with someone who is under 18 years.

2.11 Student accommodation

2.11.1 In accordance with the University's allocation policy, students aged 17 at the point of enrolment and who qualify under the guaranteed room offer, will be allocated a room.

2.11.2 Students aged 17 and living in student accommodation will receive the following support:

2.11.2.1 the Accommodation Advisor will contact the student within the first month of the student's academic year to ascertain how they are dealing with the transition into their accommodation;

2.11.2.2 the Accommodation Advisor will arrange follow up meetings on a termly basis, unless requested more frequently by the student; and

2.11.2.3 the Accommodation Advisor will ensure the student is aware of where the facilities are located and where to find local amenities.

2.11.3 We are unable to offer rooms to students who are under the age of 17 at the point of enrolment.

2.12 Students' Union

Students of the University are encouraged to join clubs and societies to enhance their experience. The objectives of the Union are to advance the education of students while at the University.

2.13 Alcohol and tobacco

The University will take reasonable steps to ensure the law is not broken in relation to licensed premises under its control. The University cannot undertake to supervise individual students in relation to the purchase of alcohol and tobacco.

2.14 Data Protection

For the purposes of data protection law, minors are deemed to be an adult at the age of 13. The University will not provide parents/guardians with information containing personal data of the student without obtaining prior written consent, this extends to student's progress and results.

2.15 Applicants who require a visa

In order for the University to sponsor a student for a student visa, the applicant must be a minimum of 16 years old on entry to the University. If an applicant is under 16 years old on entry and requires a visa, the University may make the applicant a deferred offer for entry in the year following their 16th birthday, subject to satisfying the University's entry requirements.

Schedule 1

Parental/Guardian Consent Declaration form

To be completed by BOTH of the parents/guardian of the named applicant (“the Applicant”)

Name of Applicant _____
Applicant Number _____
Programme of study (“the Programme”) _____

I hereby confirm that I am the parent/legal guardian (delete as applicable) of the Applicant, and have read the Policy for Students Under the Age of 18 Years.

I hereby give my consent to the Applicant applying to study the Programme at Aston University (“the University”).

In the event the Applicant is successful in their application, then he/she has my permission to sign those contracts which are necessary for induction/enrolment at the University.

I acknowledge that as part of the Programme the Applicant may be required to undertake a period on placement, fieldtrips and/or excursions. As such, I give my consent for the Applicant to take part in those activities.

I accept that the University will not act in loco parentis should the Applicant be admitted to the University.

I undertake to inform the University as soon as possible, of where the Applicant intends to reside for the duration of the Programme.

Signed (parent/guardian **one**): _____
Full Name: _____
Address: _____

Telephone: _____
Date: _____

Signed (parent/guardian **two**): _____
Full Name: _____
Address: _____

Telephone: _____
Date: _____

If only one parent/guardian has full parental responsibility for the applicant, please outline brief further details here:

.....

[Please continue overleaf]

When returning this form please also attach proof for BOTH parents/guardians that you are the legal guardian of the Applicant (for example a scanned copy of the applicant's birth certificate or a letter confirming legal guardianship from an official source.)

Please detail below the arrangements you have made/will make for the applicant's travel to the University

If the applicant will be travelling to the UK from overseas, please detail below the arrangements you have made/will make for the applicant's reception when they arrive in the UK

If the applicant will be travelling to the UK from overseas, please detail below the arrangements you have made/will make for the applicant's care while in the UK

If the applicant will be travelling to the UK from overseas, please detail below the arrangements you have made/will make for the applicant's accommodation while in the UK

If the applicant's parents/guardians are living outside of the UK, or intend to leave the UK prior to the Applicant reaching the age of 18 years please complete the following section:

The legal guardian for the Applicant will be:

Full Name: _____

Address: _____

Telephone: _____

I hereby confirm that I have notified the above named guardian of his/her responsibility to the Applicant.

Signed (parent/guardian one) _____

Full Name: _____

Signed (parent/guardian two) _____

Full Name: _____

Please return the completed form to:

Undergraduate Admissions, email to ugadmissions@aston.ac.uk

Aston University
Birmingham
B4 7ET, UK
+44 (0)121 204 3000
aston.ac.uk

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