



## **Parental/Guardian Agreement letter 2019**

Dear Parent /Guardian

Your child has recently been offered a place to study at the University of Birmingham and we look forward to welcoming all students to the University in September 2019. We do hope that your child's stay at the University will be both enjoyable and successful.

In England, children do not legally become an adult until their 18th birthday. As your child will be under the age of 18 at the beginning of their studies, this letter explains to you what this will mean for you during your child's stay with us. The University is committed to ensuring a safe environment for all its students and to supporting their welfare. Although the University is an adult environment where students are encouraged to be independent, the University recognises that for students who are under 18, this means putting in place a range of personal and academic support and safeguards. It will not however act *in loco parentis* in relation to students who are under 18.

**Please sign and return a copy of the attached Parent/Guardian Agreement form as soon as possible to confirm that you understand and agree to its contents. This is a condition of your child's offer and they will not be able to become a student at the University until this is received and any other conditions of offer have been met.**

If you have any questions, please email [ugadmissions@contacts.bham.ac.uk](mailto:ugadmissions@contacts.bham.ac.uk)

### **Travel to the University**

It is your and your child's responsibility to arrange travel to and from the University. This includes their journey back home or travel with or to their guardian during vacation periods.

### **Insurance**

You are **strongly recommended** to take out appropriate insurance cover for your child which may include some or all of the following:

- Personal accident or injury
- Personal belongings, including delayed or lost luggage
- Travel – cancellation, delay or missed departure
- Medical insurance
- Personal liability.

Medical insurance for non EU students is essential as they are not automatically entitled to free health treatment under the UK Health Service.

### **Activities**

Parents and guardians of under 18 year olds coming to study at the University of Birmingham should remember that the University is an adult environment. Some academic programmes may therefore contain adult themes or topics. Subject to English law and to University regulations, students are expected to organise their own studies and social life and take part in activities available to the wider University community.

Your child will have the opportunity to take part in social and cultural activities planned by the University during their studies. These activities may involve travel away from the University campus. You may like to encourage your child to take those opportunities as we believe that this will be an excellent way for them to improve their experience of the University and the country.

In signing the form below, **you agree** to your child taking part in such activities. Please note however that the University reserves the right to refuse participation in an activity if it considers that a student's health condition will make it unsafe. We will rely on health information provided by your child for this purpose.



### **Contract and payment of fees**

Although the University will be providing teaching and accommodation to your child, please note that by signing this letter, **you agree** to be liable for all payments due to the University at any time in relation to fees for tuition and accommodation.

### **Communications with you (data protection)**

The University is subject to UK law about data protection. This means that the University is not permitted to give information about its students to third parties without that student's consent. This includes giving information to parents without their child's consent, even where the student is under 18. However we will ensure that we are able to contact you in the following circumstances until your child reaches the age of 18:

- if the University has reasonable concerns about their whereabouts, wellbeing or behaviour or that the risks posed warrant sharing this information with you
- if your child is admitted to hospital, in which case **you agree** to the University providing the hospital with your contact details so that they may contact you direct
- in an emergency.

Please note therefore that parents do not have a right to receive any other information about their child without that child's specific written consent.

In case we do need to contact you for any of these reasons, please provide your contact details on the form below and tell us immediately if these details change at any time.

If you need to contact the University in the event of a family emergency, you should in the first instance contact Enquiry Services on (+44) (0) 121 414 3091 but if it is unavailable for any reason, please contact the University's Security Control Room by email at [security@bham.ac.uk](mailto:security@bham.ac.uk) or telephone (+44) (0) 121 414 3000.

### **Rules and regulations**

While at the University, your child will be subject to English law and to the rules and regulations of both the University and the Guild of Students. Many of these rules will be explained to your child during their induction at the University but you should be aware of the following:

#### **Alcohol**

There are a number of venues both on and off the University campus where it is possible to purchase alcohol. Please note that it is illegal for someone under 18 to try to buy alcohol or to be sold alcohol or to consume alcohol in relevant premises.

#### **Internet**

Your child will have access to the University computer network and will be subject to the University's General Conditions of Use of Computing and Network Facilities which explains the appropriate and lawful use of computer facilities.

#### **Overnight absences**

If your child is planning to be absent from their university accommodation, for example at weekends or during vacations, they will be requested to sign a register of overnight absence from their university accommodation. They will be required to indicate their whereabouts and the date of their return.



### **Further information if you and your child live outside the UK:**

#### Travel to the University

If you reside overseas the University offers an airport collection service. Your child will receive information about how to book on to the collection service when we send our online welcome guide. We recommend that your child books onto this service, however, if they are arriving on a date where the service is not running they will need to make their own travel arrangements to the University. Full information on how to do this will be sent to your child in due course.

#### Leaving the University

International students will be required to notify us of their destination when leaving the University at the end of a term or academic year if they are still under 18 years old at that time. To do so the student will need to go to [www.studenthelp.bham.ac.uk](http://www.studenthelp.bham.ac.uk) and log an enquiry stating that they are leaving; they will then be contacted for further details by our International Student Advisory Service (ISAS).

#### Accommodation

We require any student who is under 18 at the start of their course to live either in University owned or managed accommodation or, in exceptional circumstances and to the University's satisfaction, with a responsible adult who is well established in the UK.

Accommodation is allocated on receipt of a completed application and this should be received by the Accommodation team by no later than 31<sup>st</sup> May 2019 (UK/EU students) or 31<sup>st</sup> July 2019 (International students) in order to guarantee availability of University accommodation.

Students who are under 18 are also expected to take the meal plan unless satisfactory alternative arrangements are made and approved by you in writing.

#### Guardians in the UK

The University does not act *in loco parentis* for its students. This means that the University does not take on the legal role and responsibilities of the parent. Parents and guardians remain fully responsible for the welfare of their child until they are 18 years old. Therefore parents and guardians of international students who are under 18 are **required** to appoint a legal guardian in the UK for their child. We expect guardians to:

- be familiar with the English language and culture
- be capable of giving consent and making necessary decisions on your behalf about your child, including decisions concerning medical treatment
- meet with your child during the first week in the UK and at regular intervals thereafter
- be in regular email and/or telephone contact with you
- be available at all times in case of emergency
- take responsibility for your child during holiday periods unless you have made other arrangements.

You may already have family or friends in the UK who would be willing to act as guardian but if you do not, information and advice on appointing a guardian is available at <http://www.aegisuk.net/>. Unfortunately we are unable to recommend any particular guardian or guardianship organisation but hope that you find the information there helpful.

Please provide us with full contact details of the appointed guardian on the form below. Please also inform us if those details change at any time. In the event of an emergency we will normally try to contact the guardian first and then arrange for you to be contacted. The University reserves the right to withdraw the offer of a place at any time if it is not satisfied that guardianship arrangements provide a sufficient level of care.

#### Visas

Under UK Immigration Rules, the University is required to take and keep a copy of your child's immigration documents (passport and visa). The University must also tell UK Visas & Immigration (UKVI) if your child



does not arrive and start their course on time or if your child changes their studies or if your child stops studying. While your child is living and studying in the UK they must meet the conditions of their visa. Please note that you are responsible for applying for, paying for and providing the necessary documents to UKVI for your child's visa to enable them to study at the University. The International Student Advisory Service (ISAS) is available to support you and your child with any questions you may have about the visa application at [isas@contacts.bham.ac.uk](mailto:isas@contacts.bham.ac.uk).

**Please complete the Parent/Guardian Agreement Form below and return to [ugadmissions@contacts.bham.ac.uk](mailto:ugadmissions@contacts.bham.ac.uk). If you have exceptional circumstances regarding your child's accommodation arrangements, please contact the admissions office. You must ensure that the form is completed fully and has been signed and dated. The form must be returned as soon as possible.**

Yours sincerely,

Roderick Smith  
Director of Admissions



**Parent/Guardian Agreement Form**

**SECTION A**

**Child's full name:**

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**Child's University ID Number:**

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**Child's date of birth (dd/mm/yyyy):**

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**Parent's/guardian's full name:**

.....

**Parent's/guardian's telephone number:**

.....

**Parent's/guardian's email address:**

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**Parent's/guardian's address:**

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**Are you (the parent/guardian) the child's next of kin?      Yes       No**

**Are you (the parent/guardian) living outside the UK?      Yes       No**



**SECTION B**

Please complete section B if you (the parent / guardian) are NOT the child's next of kin

**Next of kin full name:**

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**Next of kin telephone number**

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**Next of kin email address**

.....

**Next of kin address**

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**SECTION C**

Please complete Section C if you (the parent / guardian) are living outside the UK

**UK Guardian full name**

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**UK Guardian telephone number**

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**UK Guardian email address**

.....

**UK Guardian address**

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**DECLARATION**

By completing and submitting this form you are subject to its terms.

**Please note: The data you provide in this form will be held by the University for the purposes set out in the Parental/Guardian Agreement. For more information on how we process your data please go to <https://www.birmingham.ac.uk/privacy/index.aspx>**

**I have read and understood the Parent/Guardian Agreement and agree to its contents, including:**

- While at the University, my child will be subject to UK law and the University's rules
- I am liable for my child's debts to the University, such as tuition fees and accommodation fees
- My child may attend University activities without my specific consent and my child must notify the University of any Medical Conditions.
- The University must have my child's consent before disclosing any information to me and so I do not have an automatic right to receive reports on my child's progress.
- The University may pass my contact details to any hospital where my child has been admitted so that it can contact me direct regarding my child's condition.

**Parent/Guardian Name:** .....

**Signed:** .....

**Date:** .....