HEALTH SCIENCES UNIVERSITY

Version: 2.0
Effective from: September 2026
Policy owner: Head of Student Recruitment, Admissions and Outreach
Category: Admissions

Admission and Support for Students Under the Age of 18 Policy

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1. Scope and Purpose

1.1. This Policy uses the term ‘student’ or ‘students’ throughout. This refers to all learners including undergraduate and postgraduate students and apprentices at the University or studying with a Delivery Partner.

1.2. This policy and procedure must be followed when students under the age of 18 apply for and enrol on University courses of study, as under English Law any student under 18 is regarded as a minor.

1.3. Where a specific post title is referenced, an equivalent or similar post will undertake duties where a student is studying at a delivery partner

2. Key Responsibilities

2.1. Overall responsibility for overseeing the care and support procedures for enrolled students under 18 lies with the Student Wellbeing Services Manager.

2.2. The University Safeguarding Policy sets out the overall framework through which the University will safeguard students under 18 and the roles and responsibilities of staff generally in that regard. This policy is designed to provide more detail on roles and responsibilities in the context of admission and course support.

2.3. The University Admissions or Delivery Partner will be responsible for providing information to applicants and their parents/guardians regarding this policy and the arrangements that the University will put in place for students under 18.

2.4. The University Admissions team or Delivery Partner will be responsible for ensuring that the actions included in this policy are followed for under 18 students enrolled on University courses and will be responsible for communicating with Registry and the Students’ Union whose duties are classified as regulated activity with children as per the main Safeguarding Policy. Registry will inform Course Leaders of any student under 18.

2.5. Under this policy and associated procedures any University role or officeholder may act through their appointed nominee.

3. General Principles

3.1. The University has a duty of care towards all its students and staff. In the case of students joining the University before their 18th birthday, the University considers that this duty requires additional measures to be put in place as set out in the Safeguarding Policy and this policy.

3.2. This policy will be followed to ensure that the University meets its legal obligations and safeguards the welfare of its students under the age of 18.

3.3. The University will not act in loco parentis (in place of a parent).

3.4. Individuals under 18 are able to enter into binding contracts for the provision of education. It is condition of enrolment that a student agrees to abide by the University's Student Terms & Conditions in force at the time of their enrolment.

3.5. A person under the age of 18 does not have full legal capacity to enter into many types of contracts, to give valid consent for many activities or decisions, or to hold office in student clubs or societies. This limits the scope of activities which can be undertaken by a student under 18 and/or may mean that parental/guardian consent is required for the student to participate in certain activities.

3.6. The law prohibits a student under 18 from purchasing alcohol or drinking alcohol on University premises. The University expects its students to abide by the law in this respect.

3.7. The University requires students under the age of 18 to provide the names and contact details of all individuals who hold parental responsibility for the student.

3.8. Where the student's parent(s) or legal guardian(s) are not resident in the United Kingdom, the student must also provide details of a UK-based guardian who is resident in the UK and who has agreed to act as an emergency contact for the student during their period of study.

3.9. The UK-based guardian must be aged 25 or over and willing to be contacted by the University in the event of an emergency or welfare concern involving the student.

3.10. If an under the age of 18 student wishes to make a complaint, the University will allow the student's parent/guardian to act on the student's behalf and may in any case share information about the complaint / its management directly with the student's parent/guardian.

4. Pre-Admission

4.1. When an applicant will be under 18 at the start of their course or, where applicable, at the time their CAS is issued, the University or Delivery Partner Admissions team will send them this policy and the parent/guardian consent form (Appendix 1). These documents explain the measures the University will take to support students under 18, outline information that the student and their parent(s)/guardian(s) should consider and confirm that the University does not act in loco parentis (in place of a parent) for students under 18.

4.2. The parent/guardian consent form will request written confirmation from the parent(s) or legal guardian(s) that they understand the arrangements in place for students under the age of 18

and that they consent to the student travelling to and studying in the United Kingdom where applicable.

4.3. The University will require consent from both parents or all individuals holding parental responsibility, unless evidence is provided that one parent or guardian has sole parental responsibility.

4.4. For applicants who do not require a Student visa, the signed consent form must be received before enrolment. Students will not be permitted to enrol until this documentation has been received and verified.

4.5. For applicants requiring a Student visa, the University must receive signed consent from the parent(s) or legal guardian(s) before a Confirmation of Acceptance of Studies (CAS) will be issued.

4.6. Confirmation of appropriate welfare arrangements for international applicants under the age of 18 are also required before the University will issue a CAS. This will normally include:

- written parental consent for the student to travel to and study in the UK
- confirmation of accommodation arrangements while under the age of 18
- details of a UK-based guardian who can be contacted in the event of an emergency
- emergency contact details for parent(s) or legal guardian(s).

4.7. The University reserves the right to request additional information where necessary to ensure that appropriate safeguarding arrangements are in place.

4.8. Prior to enrolment, the University or Delivery Partner Admissions Team will provide details of new students who will be under the age of 18 at the start of their course to their Student Services teams so that these students are identified and made aware of available appropriate support. The student will be invited to a meeting with the University's or Delivery Partner's Student Services team as appropriate to outline the support available. This meeting will be held shortly after enrolment.

5. On-course Support

5.1. As for all students, under 18 students will be allocated a member of academic staff who will act as a Personal Support Tutor (PST). Time will be allocated to enable these tutors to meet with individual students to monitor and discuss their academic progress. It is recommended that Personal Support Tutors meet with any student under the age of 18 at the start of each semester as well as the normal allocated Personal Support Tutor sessions for all students.

5.2. The Student Wellbeing Services Manager (or their nominee) will meet individually with any under 18 students after enrolment to discuss any needs or concerns the students have and to remind them of rules under 18 students must abide by in the UK. Regular one-to-one sessions will normally be arranged until the student reaches the age of 18 in order to monitor wellbeing and ensure that appropriate safeguarding arrangements remain in place.

5.3. If appropriate, the Course Leader will seek consent from the parent/guardian of an under 18 student to participate in certain activities or to go on field trips if required and a risk assessment

will be carried out if needed. Details of consent and risk assessments will be kept on the student's record.

6. Social and Sporting Non- Academic Activities

6.1. After enrolment, the Student Wellbeing Services Manager will ensure that the Students' Union Manager is made aware of any under 18 students who may be involved in social and sporting non-academic activities. They will take all reasonable steps to ensure the University Safeguarding Policy is adhered to.

7. When the Student Becomes 18

7.1 Once a student reaches the age of 18 the additional arrangements described in this policy will normally cease to apply. Students will continue to have access to the full range of student support and wellbeing services available to all students.

7.2 No specific notification of this will be sent to the student or their parent/guardian.

Appendix 1: Parent/Guardian Consent Form for Under 18s

This form must be completed for applicants who will be under the age of 18 when they begin their studies at Health Sciences University or on a course being delivered by a Delivery Partner on behalf of the University. Where the applicant requires a Student visa, this form must be completed if the applicant is under the age of 18 at the point of CAS issuance.

The purpose of this form is to:

- confirm parental or legal guardian consent for the student to study at the University or Delivery Partner;
- ensure that appropriate safeguarding and welfare arrangements are in place while the student remains under the age of 18.

A completed and signed copy of this form, together with any required supporting documentation, must be received and verified before the applicant will be permitted to enrol on their chosen course.

Applicants who require a Student visa must return the form and supporting documentation for verification before Confirmation of Acceptance for Studies (CAS) will be issued.

Guidance on Completing the Form

1. Who should complete the form

This form must be completed and signed by:

- the applicant, and
- all individuals who hold parental responsibility for the applicant.

Where the applicant has only one parent/guardian, evidence must be provided of this e.g. court order, death certificate.

2. Students Requiring a Student Visa

If you require a Student visa to study in the UK, you must:

- complete all sections of this form, including Section 5
- provide one of the following documents confirming the relationship between the student and parent/legal guardian:
    - Birth Certificate
    - Certificate of Adoption
    - Legal guardianship documentation
    - provide certified English translations of documents where required.

3. Students Not Requiring a Student Visa

If you do not require a Student Visa, you are not required to complete Section 5.

All other sections must still be completed.

4. Submitting the Form

Please return the completed form and supporting documents as soon as possible to admissions@hsu.ac.uk or the Admissions Team at the Delivery Partner.

The University will not issue Confirmation of Acceptance for Studies (CAS) and applicants will not be permitted to enrol until the completed form and required documentation have been received.

5. Privacy Notice

By completing this form, the student and their parent(s) or legal guardian(s) acknowledge that Health Sciences University will collect and process the personal data contained in this form for the purposes of:

- administering the student's admission and enrolment
- ensuring appropriate safeguarding arrangements for students under the age of 18
- complying with UK immigration and Student sponsor requirements where applicable.

Personal data will be processed in accordance with the University's Data Protection and Privacy policies.

SECTION 1: APPLICANT DETAILS

Full Name:	
UCAS Number (if known/ applicable):	
Date of Birth:	
Course applied for:	

SECTION 2: PARENT / GUARDIAN ARRANGEMENTS

Please complete the section(s) below which apply to you.

***A.* Parent or legal guardian resident in the UK**	
I confirm that I will be resident in the United Kingdom until the named applicant above reaches the age of 18. I acknowledge that if I am no longer able to remain resident in the UK I will: • arrange for a UK-based guardian, and • inform the University within one week of any change.	
Parent/Guardian's UK Contact Details -	
Family Name:	
First Names:	

Home phone:		**Work phone:**	
Mobile phone:			
Email:			
UK Address:			

B. Parent or legal guardian <u>not</u> resident in the UK

I confirm that I will not be resident in the United Kingdom.

I confirm that I have arranged for a UK-based guardian who:

- is aged 25 or over
- resides in the UK
- has agreed to act as a local guardian and emergency contact for the student while they remain under the age of 18.

***UK Guardian Contact Details**			
Family Name:			
First Names:			
Home phone:		**Work phone:**	
Mobile phone:			
Email:			
UK Address:			

SECTION 3: PARENT/GUARDIAN CONSENT

All individuals who hold parental responsibility for the applicant must provide written consent below.

If you have sole parental responsibility, please sign the additional declaration and provide relevant evidence (court order/death certificate) to confirm this.

By signing this form, I confirm that I:

- have read the Health Sciences University Under-18 Policy
- understand the nature of the University's relationship with students under the age of 18
- understand that the University does not act in loco parentis (in place of a parent)
- give consent for the applicant to enrol and attend Health Sciences University
- authorise the University to seek emergency medical treatment for the applicant where it is not possible to contact a parent or guardian immediately*
- understand that parents or guardians remain responsible for the applicant's welfare outside the University's academic activities.

For applicants requiring a Student visa

Where the applicant will apply for or hold a Student visa, I confirm that:

- I give permission for the student to travel to the United Kingdom, and
- I consent to the student applying for and holding immigration permission to study in the UK.

First Parent or Legal Guardian:	**Second Parent or Legal Guardian:**
Print Name	Print Name
……..	……..
Signature:	Signature:
.....	.....
Date …….	Date ...……..

I confirm that I have sole parental responsibility for the applicant.

Print Name ……..…

Signature: .....

Date: ……

SECTION 4: APPLICANT CONSENT

I confirm that:

- I have read the Health Sciences University Under-18 Policy
- I understand the University's relationship with students under the age of 18
- I consent to the University processing my personal data for the purposes described in this form.

Print Name……..…

Signature: ……

Date: ……

* Whilst in England & Wales, a child will be subject to English and Welsh law which says that a child aged between 16 and 18 (or under 16 and of sufficient maturity to understand the nature and implications of the proposed treatment) can give valid consent to medical treatment.

Under the age of 18, a person with parental responsibility can also consent to a child's medical treatment, but cannot countermand consent validly given by a child. Please see this website for further information: https://www.nhs.uk/conditions/consent-to-treatment/children/.

SECTION 5: INTERNATIONAL STUDENTS ONLY

Please complete this section if the student will require a Student visa.

A. Proof of Relationship

Please provide a copy of one of the following documents confirming the relationship between the student and the parent/legal guardian(s) named above.as their parent or legal guardian (translated into English if necessary):

- **Birth Certificate**
- **Certificate of Adoption**
- **Legal Guardianship documentation**

Documents must be provided in English or accompanied by a certified translation.

(Please do not provide the original document as we cannot guarantee its safe return)

Parent / Guardian Declaration

I confirm that the document provided is a **true copy of the original**.

First Parent or Legal Guardian:	**Second Parent or Legal Guardian:**
Print Name……..	Print Name……..
Signature:	Signature: .....
Date …….	Date …….

B. Confirmation of Travel, Arrival and Accommodation Arrangements	
Travel to the UK	Method of travel: ……. Date of travel: ……. Will the student be accompanied? Yes/No *(delete as appropriate)* If Yes, by whom? …….
Arrival Arrangements	Who will meet the student on arrival? …….. Where & when will they be met? ……. Taxi or Transport Company (if applicable): …….. Any other relevant information: …… …… …… ……

Accommodation Arrangements in the UK	Full address: ……..... …… …… Contact telephone number: …… Who will be residing at this address? …… …… …… …… Any other relevant information: …… …… …… …… …… …….. …… …….. ……..

Parent / Guardian Declaration
I confirm that the travel, arrival and accommodation arrangements described above are appropriate for the student while they remain under the age of 18. Name: Signature: Date:

The University will not issue a Confirmation of Acceptance for Studies (CAS) until this form and the required parental consent documentation have been received and verified.

Version:	2.0
Approved by:	Academic Board
Originator/Author	Head of Student Recruitment, Admissions and Outreach
Policy Owner	Head of Student Recruitment, Admissions and Outreach
Reference/ source	Examples from other institutions used as source material (in particular Bournemouth University, Brunel University, University of Leicester) NHS.
Date approved	22 September 2026
Effective from	September 2026
Review date	2026/27
Target	Applicants, Staff and Students
Policy location	Public Website, Internal SharePoint
Equality analysis	No major impact. There is provision in the policy for reasonable adjustments to be made to arrangements where required. Monitoring will be undertaken to assess whether there is any differential impact in the handling of cases.