



## **POLICY AND PROCEDURES FOR BANGOR UNIVERSITY STUDENTS UNDER 18**

<b>Date</b>	<b>Purpose of Issue/Description of Change</b>	<b>Equality Impact Assessment Completed</b>
05/11/14	Initial Issue	
03/10/16	Review and re-approval by Compliance Task Group	5 <sup>th</sup> October, 2016
16/07/18	Review and re-approval by Compliance Task Group	

<b>Policy Officer</b>	<b>Senior Responsible Officer</b>	<b>Approved By</b>	<b>Date</b>
Head of Governance and Compliance	University Secretary	Compliance Task Group	16 <sup>th</sup> July, 2018

*This Policy will be reviewed in 3 years*

# Policy and Procedures for Bangor University Students Under 18

## 1. INTRODUCTION

Bangor University welcomes applications from people of all ages. All applications are considered on their individual merits. Occasionally Bangor University admits students who are under the age of 18 years. These students and their families should understand that Bangor University is an adult environment and students are expected to assume an adult level of responsibility, and have the necessary skills to study and live independently alongside people from a wide variety of ages and backgrounds.

Places are offered on the understanding that students will be able to adapt to living away from home and deal with the practicalities that this involves. The University treats all its students as independent, mature individuals.

Students under the age of 18 will be subject to the University's standard rules and regulations and will be able to access the majority of its facilities and opportunities in the same way as to all other students, subject to the provisions of this Policy.

This Policy should be read in conjunction with the University's *Child Protection Policy*.

## 2. SCOPE

This Policy applies to all individuals who come into contact with Bangor University, including but not limited to Bangor University students, staff, visiting speakers, honorary positions and directors, as well as all Bangor Students' Union clubs, societies, course representatives, volunteers, sabbatical officers and Council Members.

This Policy also applies to Bangor University students studying at Bangor International College, and to students from all institutions and / or companies who have Partnership Agreements with Bangor University, and also to the institutions' / companies' members of staff when this is in conjunction with a Bangor University student, unless otherwise indicated.

This Policy does not apply to students under 18 who are visiting from other institutions or organisations.

## 3. PARENT / GUARDIAN RESPONSIBILITY

Bangor University is not able to take on the usual rights, responsibilities and authority that parents / guardians have in relation to a child and it will not act *in loco parentis* in relation to students who are under the age of 18 years.

It is the University's usual policy to deal with the students directly and not with parents / guardians; this approach will also apply to those students under the age of 18 years (with the exception of the provisions outlined later in the Policy under Sections 7[a]10, 7[b] and 8). Although those students are regarded as children under UK law they still have the legal right under data protection legislation for information about them not to be disclosed without their explicit consent. This means that the University will not give information to parents / guardians about a student's progress, results, complaints, disciplinarys or any other personal circumstance, unless the student has given specific consent or is at risk. The University will, therefore, correspond with students and not with parents / guardians.

#### **4. GUARANTOR**

Students under the age of 18 are able to enter into a Residence Agreement with Bangor University but the University requires a parent / guardian or responsible person over the age of 18 to act as a guarantor and sign a guarantee for the payment of all fees due to the University (tuition fees, accommodation fees, and any relevant miscellaneous fees and / or fines).

This means that the guarantor must also pay any sums agreed under the Residence Agreement if the student fails to do so (see Section 5 below) until the student is 18 years old.

#### **5. BANGOR UNIVERSITY ADMISSIONS PROCEDURES**

##### **[a] Procedure for Applicants with Parents / Guardians in the United Kingdom**

- i. When applications for undergraduate degrees are received any applicants who will be under the age of 18 when they begin their first year of study will be identified by highlighting their age in their application.
- ii. In the case of any applicants under the age of 18 to whom the University wishes to make an offer a web link will be provided to this Policy and any further information and documentation. The applicant will be informed that if they accept Bangor University's offer certain formalities will need to be completed before the start of the degree programme. A flow chart of the process is included as Appendix 2.
- iii. The link will allow the applicant's Parents / Guardians to read and download an Agreement (Appendix 1). The agreement will outline the respective responsibilities of the University and the parent / guardian in relation to the applicant. Any offer issued to the applicant will include the condition that the Agreement form is fully completed, signed and returned to the Head of Admissions.

##### **[b] Procedure for Applicants with Parents / Guardians outside the United Kingdom**

- i. The same procedure will be followed as at 5[a]i – iii above. A flow chart of the process is included as Appendix 3.
- ii. In addition it will be necessary for a person within the United Kingdom (UK), preferably based within convenient reach of Bangor, to be appointed as a UK based Guardian for the applicant, by the applicant's overseas parent or guardian before the University can agree to admit the child.

The individual appointed as the UK based guardian should be aware that for the purpose of this Policy being a guardian involves carrying out the tasks and responsibilities of the overseas parent / guardian, as delegated by them. As such it is a private agreement between the overseas parent / guardian and the UK based guardian, and does not involve the University.

Section D of the Agreement (Appendix 1) ) which requires confirmation of the guardian's agreement with the parents / guardians, in which the guardian asserts that they will act on the parents' / guardians' behalf until the child's 18<sup>th</sup> birthday, must also be completed. For those students requiring a Tier 4 visa a Confirmation of Acceptance for Studies (CAS) will not be issued until this is completed.

The University is not able to assist parents / guardians in finding a suitable UK based guardian but for those parents / guardians who do not have friends or relatives in the UK a list of accredited agencies can be obtained from:-

The Association of Educational Guardians for International Students (AEGIS)

<http://www.aegisuk.net/>

## **6. ADMISSION THROUGH BANGOR INTERNATIONAL COLLEGE (BIC) UNDER AGREEMENT BETWEEN BANGOR UNIVERSITY AND OXFORD INTERNATIONAL EDUCATION AND TRAVEL LIMITED (TRADING AS OXFORD INTERNATIONAL EDUCATION GROUP) (OIEG)**

When applicants under the age of 18 apply to the BIC the applicant will be informed that a *Parental Authorisation Form* should be completed, along with a *Guardian Responsibility Form* for those applicants living outside the United Kingdom. BIC requires contact details of a guardian within the United Kingdom and preferably based within convenient reach of Bangor. BIC will require a copy of the UK based guardian's agreement with the overseas based parents / guardians, in which the UK based guardian asserts that they will act on the overseas based parents' / guardians' behalf until the child's 18th birthday.

As the student will be a registered student with Bangor University it is a requirement of the Agreement between the University and OIEG that the OIEG provides Bangor University with all necessary information to ensure the students data is available and accurate, this includes any UK based guardian information

In so far as this Policy relates to the Agreement with the OIEG, Bangor University's Policy will prevail.

## **7. ACCOMMODATION PROCEDURES**

Students under the age of 18 years, who do not wish to live at home or with an appointed guardian, will be required to make an application for a place in a University hall of residence when invited to do so. Living at home, with a UK based guardian or within a University hall of residence for the first year will be a condition of any offer made to a student under the age of 18 years. In order that a student under the age of 18 is not disadvantaged by this condition, where a student wishes to reside in a University hall of residence the University will apply a reduction of £3 per day to any room selected by a student under the age of 18.

Students under the age of 18 must confirm with the Admissions Office what their accommodation arrangements are when they accept their offer to study at Bangor University, otherwise the offer will remain conditional until this has been confirmed.

Students under the age of 18 years will only be able to book single en-suite accommodation.

The University cannot assume parental responsibility for a student under the age of 18. Students and their parents/guardians should bear in mind that Bangor University is an adult environment. Students are expected to behave like adults and to assume adult levels of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. Places in halls are offered at Bangor University on the understanding that the student will be able to adapt to living away from home and to looking after themselves in all practical matters.

If the student remains under the age of 18 during their second (or third) year, they will be required to remain in University halls or to reside with their parents or guardians.

## RESPONSIBILITIES

### [a] Bangor University

The University will:-

1. Guarantee a room in University accommodation to students under the age of 18 as a condition of their offer, unless they have indicated that they will be living at home or with a UK based guardian.
2. Accommodate students where there is easy access to a member of Staff or to a 24 hour staffed reception facility.
3. Allocate students to single rooms with en suite facilities
4. Highlight students under the age of 18's details to the Halls Office management team.
5. Integrate students who are under 18 years of age with those who are over 18.
6. Ensure all relevant Staff, including wardens and security staff undergo Disclosure & Barring Service (DBS) checks.
7. Provide relevant training for staff employed by the University who have regular access to student bedrooms.
8. Arrange a meeting within one month of the start of the academic year with any student under the age of 18. The meeting will be conducted by a Senior Warden to discuss the transition from home life to University accommodation and to check on general well-being. The University will not re-arrange the initial contact meeting if the student chooses not to attend. The University will not carry out any other checks, other than those mentioned above, on students under the age of 18 living in University managed accommodation, and will not monitor how the student spends their leisure time or manages their finances
9. Arrange follow-up meetings where those are required by the student, but not otherwise.
10. Promptly inform the person named as guarantor or guardian (as appropriate) if:
  - a. the student is in rent arrears ;
  - b. the student is in serious breach of the Residence Conditions;
  - c. staff have serious concerns about the student's health, or the student is involved in an accident;
11. Ensure that students are aware of whom to contact in case of difficulties, and ensure that students have means of ensuring confidentiality where they wish it. The University will try and encourage students to involve a parent/guardian where appropriate but we will take a student's request for confidentiality and the student's welfare as paramount, even if this means not telling their parent/guardian at the student's request.
12. Ensure that Property and Campus Services staff and University Contractors adhere to the "*Under 18's in Halls – Room Access Procedure*" at all times when requiring access to rooms. Repairs / works in rooms will be carried out between 9 a.m. and 5 p.m.

## **[b] Students**

Students under the age of 18 in University accommodation will:

1. Provide the name and address of a parent/guardian and/or guarantor who will be the University's point of contact for notification relating to rent arrears, serious breach of Residence Conditions and / or serious health related issues (see also point 8. below).
2. Abide by the terms and conditions of the University's Residence Agreement from the point of accepting a University room allocation.

### **8. EMERGENCY CONTACT / HEALTH**

It is particularly important that emergency contact details are provided for all students under the age of 18 years and as such students and / or their parents / guardians will be required to supply this information prior to their arrival at the University.

In rare instances, consent for emergency medical treatment may be required before parents or guardians can be contacted. By signing the Agreement outlined in 4. [a] iii above parents / guardians give their consent that, in the case of such an emergency, a senior member of the University has parental permission to act on medical advice and do what is in the best interest of the student.

Parents or guardians are responsible for ensuring that the University has been informed of any special needs or requirements.

### **9. INTERNAL PROCEDURES**

The relevant Head of School, the Head of Residential Life and the Head Warden will, prior to registration, be notified, by the Head of Admissions, of any student within their School or hall of residence who will be under the age of 18 years on entry to the University. The Personal Tutor and any relevant Wardens will also be notified. Teaching and other staff will not, routinely, be made aware of the student's age.

University courses may involve compulsory or optional field trips, excursions or other periods of study away from the University. The University is not able to take any additional responsibility for a student who is under the age of 18 years in relation to such activities. Unless indicated otherwise on the Agreement referred to in Section 4iii above the University will assume that the parent or guardian gives consent for the student to take part in these activities.

### **10. CHILD PROTECTION**

In law a person under the age of 18 years is a child. The University has responsibility to protect from harm those under the age of 18 years. The University has a designated Officer (the Head of Governance and Compliance, Governance and Compliance Office) who is the Child Protection Officer. Any allegations or suspicions brought to the University's attention will be dealt with under the procedures outlined in the *Child Protection Policy*.

It is the relevant Head of School / Department's responsibility to ensure that all staff posts involving substantial unsupervised access to students under the age of 18 years are identified and that the relevant statutory verification procedures (such as Disclosure and Barring Service (CRB) checks) are undertaken.

## **11. ALCOHOL AND TOBACCO**

It is illegal for alcohol or tobacco to be sold to or bought by individuals who are under the age of 18 years. The University will take all reasonable steps to ensure that licensing laws are not broken in relation to those premises under the University's control. However the University cannot undertake to supervise any individual student under the age of 18 years.

## **12. BANGOR UNIVERSITY STUDENTS' UNION**

The Students' Union is responsible for ensuring that appropriate arrangements are in place for its own licensed premises in relation to students under the age of 18 years.

Students who are under the age of 18 are encouraged to join University and / or Students' Union clubs and societies but are not able to hold office until after their 18<sup>th</sup> birthday. For some clubs and societies participation in certain activities may be limited for students under the age of 18.

## **13. DURATION OF POLICY**

The provisions of this Policy do not apply once the student reaches their 18<sup>th</sup> birthday, although if a student is living in University halls the residence arrangements will remain until the end of the academic year following their 18<sup>th</sup> birthday.



## APPENDIX 1

### PARENT / GUARDIAN AGREEMENT

To be completed for applicants who will be under the age of 18 on commencement of their course

#### SECTION A

To be completed by the parent(s)/guardian(s) of the applicant:

**Full Name of Applicant:**

**Date of Birth:**

**Bangor University Student ID Number:**

**Course Applied for:**

**Start Date of Course:**

#### SECTION B: DECLARATION

- I confirm that I have read and understood the *Policy and Procedures for Bangor University Students under 18*.
- I understand and accept that Bangor University will not act *in loco parentis* for my child / ward.
- I confirm that I remain legally responsible for my child / ward until they reach their 18<sup>th</sup> birthday.
- I understand and accept that Bangor University is an adult environment and that my child / ward will generally be treated as an adult.
- I consent to the activities that my child / ward will be undertaking (such as field trips, excursions and other periods of study away from the University) if they are a necessary part of their studies.
- I agree to accept liability for my child / ward's debts to Bangor University until they are 18 years old.
- I understand and accept that while studying at Bangor University my child / ward will be subject to the laws of England and Wales, and the Courts of England and Wales non-exclusive jurisdiction and to the rules of the University.
- I understand and accept that, under the requirements of the Data Protection Act 2018 Bangor University cannot release information relating to my child /ward (academic or personal), without my child / ward giving the University express consent for this.

**Full Name and address of Signatory (Parent or Guardian):**

**Relationship to Applicant:**

**Signed:**

**Date:**



**Section C: For Applicants with Parent(s) / Guardian(s) outside the United Kingdom: where a UK based Guardian has been appointed:**

*(See 5 (b) of the Policy and Procedures for Students under 18.)*

**Full Name and address of Guardian:**

**Contact Telephone number:**

**Email:**

**I confirm that I have agreed with the above named individual that they will be the UK-based guardian for my child / ward, and that they have full authority to act on my behalf until my child / ward's 18<sup>th</sup> birthday.**

**Full name:**

**Relationship to the Applicant:**

**Signed:**

**Date:**

**Name:**

## **SECTION D: EMERGENCY CONTACT / HEALTH**

In the event of an emergency involving your child / ward after they enrol at the University and before they reach the age of 18, please provide one or more emergency contact details below (one contact should be the parent or guardian):-

### **Contact 1**

**Name:**

**Address:**

**Email:**

**Telephone:**

**Mobile phone:**

### **Contact 2**

**Name:**

**Address:**

**Email:**

**Telephone:**

**Mobile phone:**

In the unlikely event that the University is unable to contact either of your designated emergency contacts please indicate below whether you are happy for the University to authorise medical treatment if required. Please be assured that this will only happen on medical advice and the University will continue to try and contact your designated contacts in the meantime.

- I consent to a senior officer at Bangor University acting on medical advice in the best interests of my child / ward to authorise emergency medical treatment if required either before I can be contacted or in the event that it was not possible to contact me, my child / ward's appointed guardian and / or my designated emergency contacts.

**Full Name of Signatory:**

**Relationship to Applicant:**

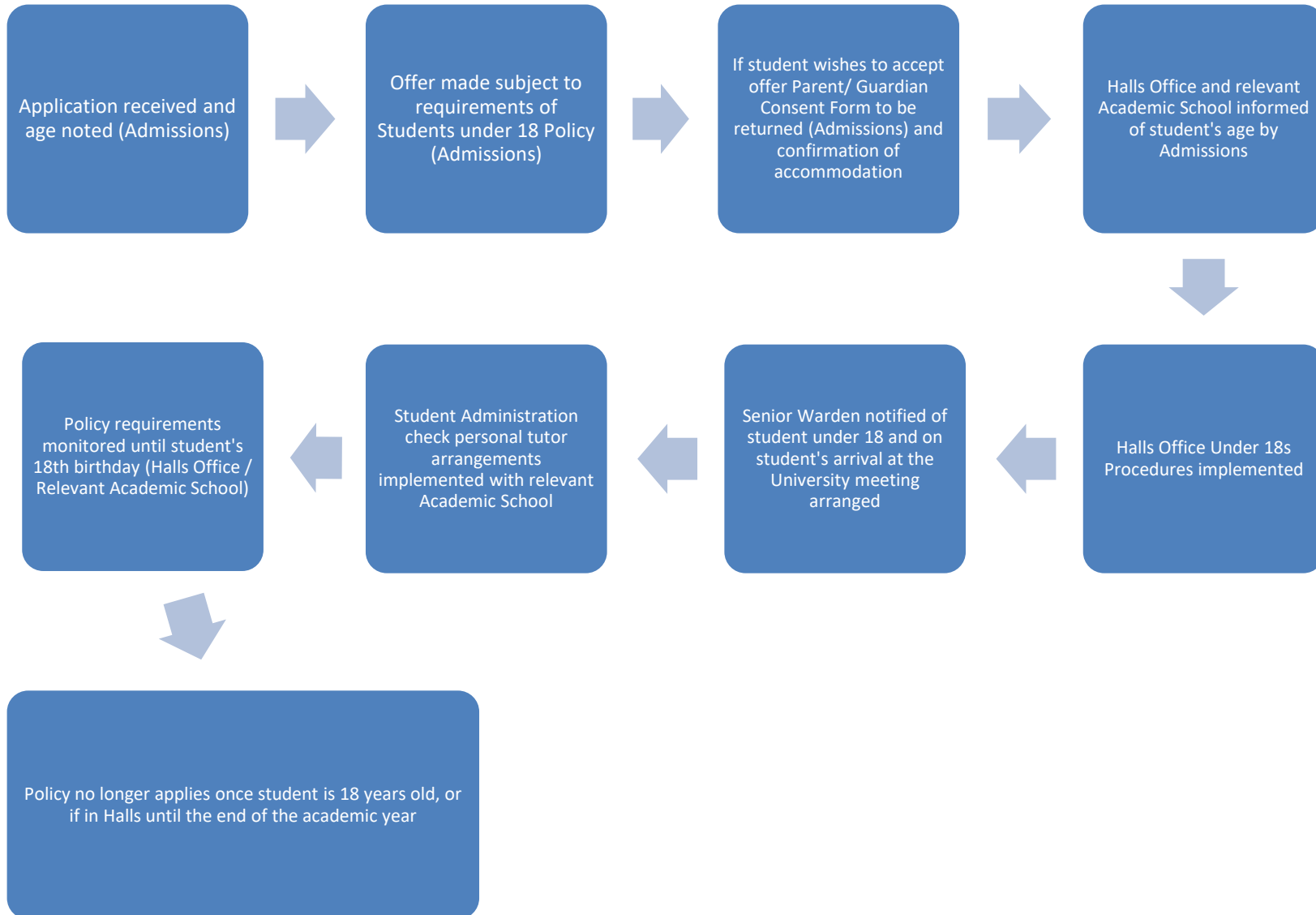
**Signed:**

**Date:**

*The personal information you provide on this form will be used by relevant members of University staff to administer the requirements of the Policy and Procedures for Bangor University Students under 18. Your information, and that of your child / ward, will be kept securely within the University, accessed only by those with a right to see it, and processed in accordance with data protection legislation. You have a right to ask for a copy of your information at any time by contacting the Head of Governance and Compliance in the Governance and Compliance Office. Information relating to your child / ward may be shared in limited circumstances as outlined in Section 8 of the Policy.*

Appendix 2

### Students under 18 (UK based)



Appendix 3

Students under 18 (Non-UK based)

