

POLICY AND PROCEDURES FOR THE ADMISSION OF UNDER 18S ONTO UNDERGRADUATE PROGRAMMES

1 General Statement

- 1.1 This policy intends to clarify the procedures that will apply if the University of Reading receives an application from an individual who will be under 18 when they start their course.
- 1.2 The University is committed to ensuring that all admission decisions are fair, transparent and conducted according to our published policiesⁱ, procedures and relevant legislation in force at the date of the decision.
- 1.3 Any decision to make an offer of admission will be based on the applicant's academic suitability, any personal statement and accompanying reference. The issue of age should not preclude an applicant from receiving an offer.
- 1.4 The record of an applicant who is under 18 will be flagged for administrative and support purposes only.
- 1.5 Although most students are over the age of 18, we welcome younger applicants with the aptitude to thrive at the University.
- 1.6 It is unlikely that an applicant under 18 will be in a position to apply for a postgraduate programme of study therefore this policy need not apply. However, in any situation where an applicant for a postgraduate programme will be under 18 at the start of their programme, the principles of this policy will be applied.
- 1.7 This policy applies to students at the University Of Reading Malaysia from the start of their programme

2 Definitions

- 2.1 Under 18 year olds living in England are considered by law to be children. This means the University needs to have special arrangements in place to fulfil its obligations to them. Further information can be found in the University's Policy and Guidance on Safeguarding Children and Vulnerable Adultsⁱⁱ.
- 2.2 In this policy, where reference is made to a parent this includes anyone who is acting in loco parentis such as a legal guardian in the UK
- 2.3 This policy and procedures applies to all modes of study (full-time, part-time and distance learning), foundation programmes, pre-sessional English programmes and apprenticeships.
- 2.4 This policy will apply to applications received, direct to the University and through UCAS, from Home (including Islands) and international (both EU and non-EU) individuals.
- 2.5 Once the student reaches the age of 18 this policy will no longer apply. At this point the student will become liable and responsible with regard to all matters including, but not limited to, Fees and Accommodation (see section 5 and 6).

3 Parental/Guardian Responsibilities

- 3.1 All applicants under 18 years in education in the UK are required to have a parent or legal guardian resident in the UK. The University of Reading is unable to act in *loco parentis* (accepting legal responsibility on behalf of the parent). The parent(s) of an international applicant will be required to nominate, and provide details of, a suitable individual in the UK who can be contacted, if necessary. If no such person is known to the parents concerned this will not necessarily prevent an offer of a place being made. There are a number of organisations in the UK that may act as guardian. The local authority may be able to advise if there are any in the area that they have dealings with.
- 3.2 Some programmes of study are bound by external professional or placement requirements concerning age. In this instance, the University may request that the

applicant defer their application until they meet the age requirement. Details on deferred entry can be found in the Admissions Policyⁱⁱⁱ. Alternatively, the University may recommend a change of course. The University may refuse admittance to a programme if the applicant does not meet such requirements.

4 Procedure

- 4.1 Any decision to make an offer to an underage applicant will be communicated by email and, where applicable, electronically via UCAS. The University communication will also include the condition that a Parental Consent form is completed.
- 4.2 Where the applicant is a minor and an offer of admission is made he or she will need to ensure that the Parental Consent form is signed by one of his/her parents within 7 days. If, having considered the statements on the online form parents do not wish the student to participate in activities that any student is normally expected to undertake, they must inform the University before the student accepts Reading's offer of a place. In this instance, the University may decide to amend the offer so that a place is offered for deferred entry, or the University may make the applicant an offer on an alternative course, or may withdraw the offer. An under 18-year-old student will not be permitted to enrol at the University without having submitted a completed and signed Parental Consent form.
- 4.3 If an alternative course offer is made and accepted, consideration for change of course back to the original choice will only be considered if the applicant meets the entry requirements, and will not be automatically offered a place.

5 Contracts

- 5.1 A person of 16 or 17 years has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not be legally competent to enter into all legal contracts. An applicant under the age of 18 will be able to apply, register personally with The University of Reading, and enter into a legal contract for education in the same way as an adult student.
- 5.2 Should any future occasion arise which the student needs to enter into any contract with The University of Reading, which may not be legally binding due to age, The University of Reading may request that a parent act as a guarantor for that particular contract.
- 5.3 It may be a condition of a minor's offer that their parents/guardians act as guarantors for any contracts they enter into with respect to tuition fees or accommodation fees.
- 5.4 The applicant and his or her parents will be made aware that if any monies owed to the University are not paid this could result in the student's suspension or withdrawal from the University. Should a parent be unwilling to accept liability, the University may decide to amend the offer to a deferred place.
- 5.5 Once the applicant reaches 18, they will be personally liable.
- 5.6 The University has terms and conditions^{iv} for undergraduate and postgraduate taught students, which set out the students' rights and responsibilities as a student, and they form a legally binding contract between the student and the University. They state the obligations of both parties to each other as well as information on programmes, tuition fees and complaints, cancellation and termination rights and data protection and intellectual property principles. If the applicant does not accept the terms and conditions, they cannot become a member of the University and will not be able to study here.

6 Accommodation

- 6.1 The University of Reading does not deem Halls of Residence to be suitable environments for students who are not at least 17 years old.
- 6.2 Accommodation^v is only available to students if they will be aged 17 or older at the start of their residency period (as indicated in the offer of accommodation).
- 6.3 Students can apply for accommodation at any time but will only be offered accommodation, if available with a start date after the date that they have turned 17. Parents/ guardians may therefore need to make alternative arrangements for the applicant's accommodation in the UK for the whole/part year if University accommodation cannot be provided. If this is the case, parents/guardians will be required to sign that they have arranged for the minor to be placed in private accommodation for the duration of their studies whilst under the age of 17.
- 6.4 A room in Halls is guaranteed for undergraduate students aged 17 and above, who firmly accept their offer of a place, submit their application for accommodation by 1st August

(for October entry) and meet any outstanding conditions on their academic offer from the University by 31st August.

- 6.5 Students under the age of 18 are unable to enter into residency agreements with the University. The University will require a parent or guardian or other responsible person over the age of 18 to act as guarantor and to sign the residency agreement.

7 UK Visas and Immigration

- 7.1 The University must comply with regulations set by UK Visas and Immigration (UKVI)^{vi}. As such, parents or guardians must ensure suitable care arrangements are in place for a minor who will study in the UK and are sponsored by the University under its Tier 4 licence.
- 7.2 A 16 or 17-year-old Tier 4 (General) student has the legal right to live independently in the UK, and so may make their own arrangements for accommodation. However, they require the consent of their parent(s) to do this, and to travel to the UK (if they are applying from overseas).
- 7.3 16 or 17 years old who are living independently, must provide the UKVI a letter from their parent(s) or legal guardian(s), confirming:
- The relationship between them and their parent(s) or legal guardian(s);
 - That their parent(s) or legal guardian(s) have given their consent to the application;
 - That their parent(s) or legal guardian(s) have given their consent to them living independently in the UK; and
 - That their parent(s) or legal guardian(s) have given their consent to their independent travel to the UK.
- 7.4 The letter must confirm if their parent(s) or legal guardian(s) have legal custody or sole responsibility for them. If they have sole custody, then they must sign the letter. If they do not, the letter must confirm that each of your parent(s) or legal guardian(s) agree to the contents of the letter and it must be signed by each parent or legal guardian.
- 7.5 Students under the age of 18 may use the signed Parental Consent Form to support 7.3 and 7.4 above when applying for their visa
- 7.6 16 and 17 year olds must also provide evidence of their relationship with their parent(s) or legal guardian. Acceptable evidence includes one of the following original (or notarised copy) documents:
- Birth certificate showing the names of your parent(s),
 - Certificate of adoption showing the name(s) of your parent(s) or legal guardian,
 - A court document naming the legal guardian.
- 7.7 The University will not issue a CAS to an under 18 year old unless it has received the signed Parental Consent Form.
- 7.8 The University is bound by Home Office rules regarding Tier 4 ('general student') visas. This means that the University is unable to sponsor (for visa purposes) students under the age of sixteen years.

8 Field trips

- 8.1 Programmes may involve compulsory or optional field trips, excursions or other periods of study away from the University. Subject to the University's general duties under the law^{vii}, the University is not able to take any additional responsibility for a student who is a minor in relation to such activities.

9 Restriction on activities

- 9.1 Under UK law, minors are unable to purchase alcohol, tobacco, solvents, fireworks, firearms and knives.
- 9.2 As the University has a number of licensed premises on campus, students under the age of 18 are not allowed to attempt to buy alcohol. Students are subject to random checks to ensure their age whilst in on-campus licensed premises. They are also restricted from entering Nightclubs unless the event is specifically for under 18s. If accompanied by an adult, 16 and 17 year olds are able to drink (but not purchase) beer, wine or cider with a meal. Some pubs and bars will admit entry to minors but they will not be allowed to purchase alcohol.
- 9.3 There are also age restrictions on certain films, video games and it is illegal for a minor to gamble online or in a gambling establishment.

10 Data Protection

- 10.1 The University collects and retains certain types of data, in various formats, about its applicants, current and past students in order that it can fulfil its functions as an education provider.
- 10.2 The University is required by legislation to comply with the provisions of the General Data Protection Regulation (2016) and all applicable Data Protection Laws. Details of the University's Data Protection policy and its Student Privacy Notice for students are published on our website^{viii}.
- 10.3 All applicant information will be treated in the strictest confidence and will not be disclosed to family, friends or any third party without the applicant's explicit consent, unless disclosure is permitted under the provisions of one of the Acts.

11 Support and Information

- 11.1 Support and further information for applicants under 18 years old and their parents can be obtained from the Admissions Office on ugadmissions@enquiries.reading.ac.uk

PARENTAL CONSENT FOR A MINOR (UNDER 18) ON ENTRY

Before your child's place at the University of Reading can be confirmed, you will need to sign the Parental Consent Form (A). If you are not over 18 and do not live in the UK you will also need to get a UK resident to act as your son's/daughter's guardian and they will need to sign form B.

Signing the Parental Consent Form means that you:

- Understand that if your child is or 16 or 17-year-old Tier 4 (General) student they have the legal right to live independently in the UK, and so may make their own arrangements for accommodation. By signing this form you have given your consent as a parent for them to do this, and to travel to the UK (if they are applying from overseas).
- You are confirming:
 - The relationship between you and them as their parent(s) or legal guardian(s);
 - That as their parent(s) or legal guardian(s) you have given their consent to the application;
 - That as their parent(s) or legal guardian(s) you have given their consent to them living independently in the UK; and
 - That as their parent(s) or legal guardian(s) you have given their consent to their independent travel to the UK.
- Understand and accept that the University of Reading does not accept parental responsibility for your son/ daughter. However, The University of Reading may authorise emergency medical treatment, acting on medical advice in the best interests of the student, in the unlikely event of a medical emergency where a student is unable to consent (at the age of 16 patients in the UK are able to give consent for most medical or dental treatment without a parent's knowledge. Treatment is confidential) and it is not possible to contact a parent or UK Guardian.
- Understand and accept that the University of Reading is an adult environment and that your son/ daughter will generally be treated as an adult and to assume adult levels of responsibility. Students are expected to have the necessary skills to study, live independently and socialise alongside people from a wide variety of backgrounds. Places are offered at the University of Reading 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.
- Understand all students have free choice about how they spend their spare time and there is no direct supervision outside of contact hours with their academic departments.
- Are responsible for ensuring that the University has been informed of any disability or special requirements of the student.
- Understand that your son/ daughter, if living in University accommodation, will be living in mixed accommodation with students who are over the age of 18.
- Agree to act as a guarantor, and therefore accept liability for your son's/ daughter's debts to the University of Reading including, but not limited to, tuition fees, additional costs, fines and accommodation charges incurred by the student.
- Consent to the activities that your son/ daughter will be undertaking as a necessary part of his or her studies, including field trips.
- Understand and accept that the University of Reading's internet and e-mail services are provided on the principle of unsupervised and unmonitored access. Students are expected to act in an adult and responsible manner when using these facilities and to abide by the University's computing use policy.
- Understand that if my child is under 17 when they enrol at the University of Reading the University cannot provide accommodation, or accept responsibility for providing accommodation, for my child. I undertake to arrange for my child to be placed in private accommodation and to live independently, for the duration of their studies whilst under the age of 17 at the University of Reading.

- Understand and accept that while studying at the University of Reading your son/ daughter will be subject to UK law and University contract, rules, regulations and procedures.
- Under UK law, minors are unable to purchase alcohol, tobacco, solvents, fireworks, firearms and knives. As the University has a number of licensed premises on campus, students under the age of 18 are not allowed to attempt to buy alcohol. Students are subject to random checks to ensure their age whilst in on-campus licensed premises. They are also restricted from entering Nightclubs unless the event is specifically for under 18s. If accompanied by an adult, 16 and 17 year olds are able to drink (but not purchase) beer, wine or cider with a meal. Some pubs and bars will admit entry to minors but they will not be allowed to purchase alcohol. There are also age restrictions on certain films, video games and it is illegal for a minor to gamble online or in a gambling establishment.
- Understand and accept that under the Data Protection laws the University of Reading cannot release any information relating to your son/ daughter, either academic or personal, without your son/ daughter giving the University express consent for this, either to you or the designated UK Guardian.

A) PARENTAL CONSENT FORM - TO BE COMPLETED BY PARENT

Applicant's first/given name	
Applicant's surname/family name	
Applicant's personal email address (not a recruitment agency):	
Applicant's UCAS ID number: (leave blank if did not apply through UCAS)	
Applicant's University of Reading ID number	
Course applied for	
Applicant's date of birth	
Your first/given name	
Your surname/family name	
Your relationship to the Applicant	

Your full postal address	
Your telephone number	
Your email address	
<p>I confirm that I am over 18 and live in the UK and will be classed as the applicants UK Guardian</p> <p>If you do not live in the UK you will need a UK resident to act as your son's/daughter's guardian and they will need to complete part B</p>	
<p>I declare that I have read and accept the above conditions</p> <p>Signature and date</p>	

B) TO BE COMPLETED BY UK GUARDIAN IF PARENT DOES NOT LIVE IN UK

This form should be completed by a person over the age of 18 who is willing to act as a UK Guardian for your child if you do not live in the UK

UK Guardian's full name (and name of Guardianship Agency if appropriate)	
UK Guardian's relationship to the Applicant: (e.g. Guardianship Agency, Aunt, family friend)	
UK Guardian's date of birth (must be over the age of 18)	
UK Guardian's postal address (must be in the UK)	
UK Guardian's UK telephone number	
UK Guardian's email address:	
Signature and date	

END NOTES

ⁱ The University of Reading's Admissions Policy Covering Taught Programmes at Undergraduate and Postgraduate level:

http://www.reading.ac.uk/web/files/admissions/UoR_-_Admissions_Policy_for_Taught_Programmes_-_2017.pdf

ⁱⁱ The University's Policy and Guidance on Safeguarding Children and Vulnerable Adults can be found at:

<http://www.reading.ac.uk/internal/academic-and-governance-services/AGS-policies.aspx>

ⁱⁱⁱ The University of Reading's Admissions Policy Covering Taught Programmes at Undergraduate and Postgraduate level:

http://www.reading.ac.uk/web/files/admissions/UoR_-_Admissions_Policy_for_Taught_Programmes_-_2017.pdf

^{iv} Information and terms and conditions and the University's Tuition Fee Policy can be found at:

<http://www.reading.ac.uk/ready-to-study/study/coming-to-reading.aspx>

^v Information on the University of Reading's student accommodation can be found at:

<http://www.reading.ac.uk/ready-to-study/accommodation/university-accommodation.aspx>

^{vi} Further information on UK Visas and Immigration can be found in The University of Reading's Admissions Policy Covering Taught Programmes at Undergraduate and Postgraduate level:

http://www.reading.ac.uk/web/files/admissions/UoR_-_Admissions_Policy_for_Taught_Programmes_-_2017.pdf

^{vii} Full details of the University's Health and Safety Policy can be found at:

http://www.reading.ac.uk/web/files/health-and-safety/2016_HSS_Policy.pdf

^{viii} Full details of the University's Data Protection Policy can be found at:

<http://www.reading.ac.uk/web/files/imps/Data-Protection-Policy-CURRENT.pdf>

And Student Privacy Notice at:

http://student.reading.ac.uk/essentials/_the-important-stuff/values-and-behaviours/data-protection.aspx

Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
1.0	Director of Admissions	Annually	University Board for Teaching & Learning	2010
1.1	Head of Admissions	Annually	Senate	July 2018
