



## Enrolment of Student under the age of 18 at Northumbria

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Name of Applicant:

Date of Birth:

Ref no:

Course Title:

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Dear [student]

I am writing to you as a student who will be under the age of 18 at the start of your programme of study at Northumbria University. When a student is under the age of 18 they are a minor in UK law and as such we need to make you aware of some key points and seek your agreement on a number of issues in order for you to be able to study with us. We also require you and a parent or guardian to sign and return this letter before your offer can be confirmed and your course can begin.

### **Your status at University**

As a rule the University shall deem all students aged under 18 as competent to understand all aspects of the normal University processes, to obey University regulations, to be disciplined under University procedures and we shall not as a matter of routine make contact with a parent or guardian concerning these matters. We are confident that your academic department and the University's support and advisory services will be able to offer any advice and guidance needed for normal situations.

You must be aware that Northumbria University is not in a position to offer you any substantive extra care or surveillance and does not accept any *in loco parentis* responsibility for students under the age of 18. By agreeing to study here, both you and your family accept that you are willing to receive the same degree of care, support and supervision that the University gives its adult students. It is also important that you understand that UK Higher Education is an adult learning environment and whilst at Northumbria you will be treated as far as possible as an adult. As such we expect you to fully understand what course you are pursuing and what it entails.

### **Staff and fellow students**

As appropriate, some of the University staff you will encounter will have been subject to an enhanced Disclosure and Barring Service (DBS) check, a UK government check to ascertain whether or not they are suitable to work with vulnerable adults and children. However because a University is an adult learning environment, you must be aware that the majority of staff and almost all students in the institution are not subject to these checks and so whilst on campus, you will regularly come into contact with members of staff, colleagues and contractors who have not been DBS checked.

## Restrictions on students under 18

There are a number of restrictions and exclusions placed on students aged under 18 as a result of their status as a minor and attending the University. These are primarily driven by legal requirements and the desire to safeguard students as far as we can. However, this may mean that you do not experience fully the social aspects of studying at a UK higher education institution. These exclusions will include not being able to purchase alcohol or tobacco yourself or have someone purchase it on your behalf without there being an offence committed in UK law. Restrictions may also be in place around student societies and students under 18 may not be able to stand for a position of office within the Student's Union. These restrictions relate to the extra-curricular elements of University and should have no detrimental impact on your academic experience or the content of your course.

Any restrictions or exclusions placed on any student as a result of their being a minor will automatically expire on their 18<sup>th</sup> birthday.

## Student Support and Wellbeing

The University has a dedicated Student Support and Wellbeing Service which supports all students. You must make an appointment with the team shortly after arriving at Northumbria so they can talk through the restrictions and expectations on you but also help you to understand the support which is available. To make this appointment:

- visit our Student Support and Wellbeing centre on the City Campus in Newcastle any day between 9am and 5pm
- emailing [sv.welfareandinternational@northumbria.ac.uk](mailto:sv.welfareandinternational@northumbria.ac.uk)
- Students studying at our Coach Lane or London Campuses should approach the Ask4Help desk.

If you have any queries about this letter or the attached form, please do not hesitate to contact me or any of my colleagues in the Welfare and International team on +44 (0)191 227 4127 or by email [sv.welfareandinternational@northumbria.ac.uk](mailto:sv.welfareandinternational@northumbria.ac.uk). In the meantime I would be grateful if you could complete the attached form and return it to our admissions team.

Yours faithfully



Levi Pay, Head of Student Support and Wellbeing

## Confirmation

### Student under the age of 18 at Commencement of Study

Name of Applicant:	Date of Birth:	Ref no:
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Course Title:
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**Agreement:**

I [*student's name*] understand and agree with the following:

- I confirm I have received and understood the covering letter.
- I understand that Northumbria University accepts no *in loco parents* / parental responsibility for me.
- I understand and accept that Northumbria University is an adult environment and that I will generally be treated as an adult. This applies both to course requirements and accommodation.
- I understand and consent to the activities I will be undertaking as a necessary part of this course of study.
- I understand that Northumbria University cannot release or discuss information relating to me (be this academic, medical, financial or personal) without my consent for this, except in exceptional circumstances, for example to ensure the University complies with the law or its Duty of Care protocols.
- I understand and accept that while studying at Northumbria, I will be subject to UK law and University regulations
- I accept that I will be subject to restrictions due to being under 18 and as such may not have the same university experience as adult peers

<u>Signed</u>
Student: (Name / Signature) ..... / .....
Address:..... .....
Email: ..... Date: .....

<u>Emergency Contact 1</u>
Name and relationship .....
Address:..... .....
Email: ..... Telephone:.....

<u>Emergency Contact 2</u>
<u>Ideally, if the applicant is from outside the UK, this contact should be based in the UK</u>
Name and relationship .....
Address:..... .....
Email: ..... Telephone:.....

I confirm I have read and understood this letter:

<u>Signed</u>
Parent / Guardian: (Name / Signature) ..... / .....
Address:..... .....
Email: ..... Date: .....