



## UNDER 18'S PARENT OR GUARDIAN INFORMATION AND CONSENT FORM

### Entrants for the 2024 - 2025 academic year

Concerning the application of a student who is under the age of 18 at the commencement of their university academic studies (including foundation year programmes).

**Royal Holloway University of London generally enrolls students who have reached the age of majority and so are able to independently enter into adult agreements. When a student is below that age, we need to outline areas that must be communicated to the student and the parent or guardian for them to be able to study and / or reside here.**

**LEVEL OF CARE AND SUPPORT:** The University does not offer extra care, support, or supervision to students under the age of eighteen and does not act *in loco parentis* (i.e. will not take to fulfil the duties normally undertaken by a parent). In agreeing for a student to study here a parent or guardian accepts they are willing for their student to receive the same level of care and attention that the university provides for its adult students. It is important parents or guardians understand the adult environment that exists at a British University, they understand the course their student will be pursuing, and what is involved in this. If a parent or guardian wishes for their student to receive additional care, support, or oversight, they must personally plan and take responsibility, for its provision and any related costs.

**EMERGENCY CONTACTS:** The parent or guardian must ensure that the University is supplied with emergency contact details and that these details are kept updated. If the emergency contact(s) is not present in the UK, they must nominate a guardian or supported in the UK who will act for them if necessary. The parent or guardian must agree for the University to be able to arrange, in an emergency, medical (and other) care for the student, until contact is made, and the parent's wishes ascertained.

**EXCLUSIONS:** The underage student may not be able to enter premises licensed for the supply of alcohol if the term of that license specifies those present must be 18 or over. It is the responsibility of the student to identify themselves as a minor when appropriate and to obey all instructions issued to them concerning such premises. The student must not buy alcoholic drinks or allow others to buy alcoholic drinks for them. Failure to abide by these rules will be treated as a breach of regulations and dealt with accordingly by the venue.

**CONTRACTS:** The parent or guardian must guarantee fulfilment of any contract the student enters into with the university and should undertake payment of all sums due under any such contract. Negotiation concerning contracts shall normally be undertaken with the student, and when they have agreed, the contract will be deemed to have been underwritten and guaranteed by the parent (or the guardian if appropriate). Generally, the university shall deem the student as competent to understand all aspects of normal university processes, to live independently, to understand and follow the University Regulations, to be disciplined under university procedures (where necessary) and shall not as a matter of routine contact the parent or guardian concerning these matters. However, the University may consider action to recover debts from the parent or guardian if the student fails to pay them and will reveal necessary details to the parent or guardian if necessary to recover these debts.

**STUDENT VISA:** If a student is under 18 when applying for a student visa, they will require written consent (permission) from both parents or legal guardians (or one parent if they have sole responsibility). This must include their consent for the student's (i) visa application; (ii) living and care arrangements in the UK and (iii) travel to the UK. Students will also need to

provide a copy of their birth certificate (or another Government issued document) that shows the name of the student's parents.

For more information please visit our [visa advice page](#) or email the [International Advice team](#).

**SUPPORT FOR STUDENTS:** We are confident that the Academic School and our Wellbeing teams will be able to offer the student any guidance needed for normal situations. However, the University would like to make sure that in the event of any emergency or problem, the student knows who to contact for help. Below are contact details for some of the Wellbeing teams within the Directorate of Student Life who will be best placed to help. Staff will treat information shared with them with discretion and sensitivity and will make addressing any difficulties the student is having a matter of priority. Please do not hesitate to contact them over anything that is troubling you or your student.

- Wellbeing Support [wellbeing@royalholloway.ac.uk](mailto:wellbeing@royalholloway.ac.uk)
- Disability & Neurodiversity [disability@royalholloway.ac.uk](mailto:disability@royalholloway.ac.uk)
- International Advice [internationaladvice@royalholloway.ac.uk](mailto:internationaladvice@royalholloway.ac.uk)

Office hours are generally 9.00am–5.00pm, Monday to Friday. In an emergency you should call the university Security team on +44 (0) 1784 443888. The security team will alert the relevant teams outside of working hours where necessary.

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#### PARENT / GUARDIAN AUTHORISATION

STUDENT NAME	
DATE OF BIRTH	
STUDENT NUMBER	101
ACADEMIC DEPARTMENT	
PROGRAMME OF STUDY	
UK ADDRESS	

**In summary:**

- I understand and accept that Royal Holloway, University of London does not assume or accept parental responsibility for the student.
- I understand and accept the University is an adult environment, that students will be treated as adults and required to be able to live independently.
- I consent to the activities that students will be undertaking as a necessary part of their studies.
- I consent to appropriate staff acting on medical advice in the best interest of the student to authorise emergency treatment if it is not possible to contact a parent or appointed guardian.
- I understand and accept that internet and email services are provided on the principle of unrestricted access and subject to IT user acceptance regulations.

- I agree to accept liability for the student's debts to the university, and I will enter a legally binding guarantee if requested by the university.
- I understand and accept that while studying the student will be subject to the UK law and University Regulations.
- I understand and accept the university cannot release or discuss information relating to students, either academic or personal, without the student giving their express consent for this.

**Student visa applicants only:**

- I give permission for the student to both travel to the UK and to live independently.
- I have provided evidence of the relationship between the student and parent / guardian.

**You should confirm your understanding by signing below and providing emergency contact details to the University.**

**PARENT(S) CONTACT DETAILS**

NAME	
RELATIONSHIP	
ADDRESS	
PHONE NUMBER	
MOBILE NUMBER	
EMAIL	

**UK GUARDIAN / SUPPORTER DETAILS (IF APPLICABLE)**

NAME	
RELATIONSHIP	
ADDRESS	
PHONE NUMBER	
MOBILE NUMBER	
EMAIL	

<b>I have read the above conditions; I understand them, and I consent to them.</b>	
Signature (parent)	
Signature (student)	

**PLEASE EMAIL THE COMPLETED FORM TO [supportingyou@royalholloway.ac.uk](mailto:supportingyou@royalholloway.ac.uk)**