

Policy on the admission of students under the age of 18

York St John University is committed to the safety, well-being and academic success of all its students. It is aware of special responsibilities which apply in the case of those who are legally minors but recognises that, as an adult learning environment, its systems are not primarily directed towards the needs of students who are legally regarded as children under UK law.

The normal policy of the University is that students will be aged 18 on entry. The University may, at its discretion, consider applications from applicants who will be under 18 at the point of enrolment, provided that:

- The applicant will turn 18 within their first semester of study, and
- Express approval is granted by the Academic Registrar (or nominee).

The University reserves the right to:

- Impose conditions on an offer.
- Require deferred entry until the applicant reaches 18.
- Withdraw an offer where the University reasonably concludes that appropriate safeguards cannot be put in place.

Applicants and students who are not 18 at the point of enrolment must note the following points:

1. The University cannot assume parental responsibility for a student under the age of 18. Students and their families should bear in mind that the University is an adult environment. Students are expected to behave like adults, in line with the [Student Charter](#) and [Student Behaviour and Disciplinary Policy](#), and to assume adult levels of responsibility. Students will be required to study and live independently alongside people from a wide variety of backgrounds.
2. The University has a [Safeguarding Policy](#) and a [Prevent Policy](#) in place to protect the welfare of all students, including those under 18. The University will meet all statutory safeguarding requirements. Our safeguarding arrangements are framed for a higher education context. They are not equivalent to those found in schools or further education colleges. Safeguarding concerns should be reported to the University Safeguarding Officer and will be investigated under the Safeguarding Policy. All staff in student facing roles will have undertaken appropriate safeguarding training.
3. Programmes may include content of an adult or sensitive nature, overnight field trips or placements, and professional practice requirements. If parents or guardians are unwilling for their child to participate fully in such activities, they must contact the University for a discussion involving them and their child before the offer is accepted. Where restrictions would significantly compromise the academic experience or learning outcomes, the University may require deferred entry until the applicant turns 18.
4. Students studying Nursing, Midwifery, Occupational Therapy, Physiotherapy, Paramedic Science, Diagnostic Radiography or Primary Teaching will need to be 18 by the time that they commence their first placement. Initial placements for these courses take place in the first half of the semester so we require students on these courses to be at least 18 years of age by 1st October during the first year of their course. Applicants who will not be 18 years of age by that point will be offered deferred entry to the following year.
5. Consent for emergency medical treatment may be required before parents or guardians can be contacted. The University therefore requires parents or guardians to liaise with their child to give their consent that, in the case of medical emergency, the University has

permission to act on medical advice and do what is in the best interests of the student. Parents or guardians, again working with their child, are responsible for ensuring that the University has been informed of any additional needs or requirements or pre-existing medical conditions (See Appendix A).

6. Persons under the age of 18 are unable to enter into contracts. Where these are required, for tuition fees or accommodation for example, the University requires parents or guardians to act as guarantors. This means that they must pay any sums agreed under a contract if the student fails to do so. Acting as a guarantor will remain in place until the student has signed their own contract once they are able to do so. The [Student Financial Regulations](#) set out the implications of a failure to pay required fees.
7. All applicants under the age of 18 and their parents or guardians are strongly advised to ensure that they have read and understood the [University's academic and financial regulations](#) before accepting an offer.
8. Although those under 18 are regarded as children under the law, they still have the right under the Data Protection Act (2018) for information about them not to be disclosed without their consent. This means that the University is not able to give information to parents or guardians regarding a student's progress, results or any other personal circumstances unless that student has given their specific consent. Students are strongly advised to nominate a trusted contact as part of the enrolment process, which provides the University with someone to contact in the event of concerns around safety or wellbeing.
9. The University's [Student Complaints Policy](#) is student-led, meaning complaints can only be started and progressed by the student. Parental or guardian involvement in University processes is not normally permitted.
10. Students under the age of 18 will not be able to purchase alcohol and may not drink alcohol on University premises. All students are subject to random checks in relation to their age when using licensed University facilities, including the Students' Union bar.
11. The University offers a range of support services, including welfare, wellbeing, disability and academic support. Students are encouraged to reach out to these services if needed.
12. If a student under the age of 18 is required to attend a field trip, the University will undertake a risk assessment if deemed necessary by the Programme Leader.
13. If living in University owned or managed accommodation, all students are expected to have the necessary skills to live independently alongside people from a wide variety of backgrounds.
14. Students under the age of 18 will not be able to hold office in University or Students' Union clubs and societies and their participation in certain activities may be limited. Students may be asked to declare their age so that the appropriateness of their participation in such activities may be assessed. Students who are under 18 are required to be proactive in offering this information when requested.
15. Where parents or guardians are not resident in the UK, they must appoint a UK-based guardian for a student under 18 on entry. The University should be provided with the contact details for this person and must be sure that they have agreed to act in this capacity (see Appendix B). Being a guardian involves carrying out the tasks and responsibilities of the parent as delegated by their parents. As such it is a private arrangement between the parents and the guardian. The University is not able to assist parents in finding a suitable guardian but, for those families 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 \(AEGIS\)](#).

16. The applicant and their parents or guardians must complete a consent form as part of the application process (see Appendix A).
17. A list of students who are not 18 at the point of enrolment will be shared with relevant staff within the University. This includes, but is not necessarily limited to, the University Secretary and Registrar, the Director of Student Success and Learning Services, the Head of Governance and Compliance, the relevant Head and Associate Head of School, the relevant Academic Tutor and Programme Leader, the Head of Campus and Residential Services, the Head of Wellbeing, Disability and Inclusion and the Chief Executive Officer of the Students' Union. Signed consent forms will also be available to those staff.
18. Once enrolled, students who are under 18 will be offered a wellbeing check, a meeting with a member of the University's accommodation team and an appointment with their allocated Academic Tutor within 2 weeks of completing registration. Unless specifically requested by the student, the University will not undertake regular welfare or accommodation checks with anyone under the age of 18.

Appendix A

Student and Parental Consent Form for a Student Aged Under 18 on Entry

- I have read and understood the University's policy on the Admission of Students under 18.
- I understand and accept that York St John University does not accept parental responsibility for my child.
- I understand and accept that York St John University is an adult environment and that my child will generally be treated as an adult.
- I understand and accept that if my child is living in University owned or managed accommodation, they will be living with people over the age of 18.
- I consent to the activities that my child will be undertaking as a necessary part of their studies.
- I consent to York St John University acting on medical advice in the best interests of my child to authorise emergency medical treatment if it is not possible to contact a parent or an appointed guardian.
- I understand and accept that York St John University internet and e-mail services are provided in accordance with University policies.
- I agree to accept liability for my child's debts to York St John University whilst they are under the age of 18, and I will enter into a legally binding guarantee if requested by the University.
- I understand and accept that while studying at York St John University my child will be subject to UK law and the rules of the University.
- I have read and understood all University regulations
- I understand and accept that York St John University cannot release information relating to my child, either academic or personal, to me without their express consent for this.

I declare that I have read and accept the above conditions.

Name of Student:

Signature of Student:

Programme of Study:

Name of Parent or Guardian 1:

Signature of Parent or Guardian 1:

Name of Parent or Guardian 2:

Signature of Parent or Guardian 2:

Date:

Please return form with a copy of your birth or adoption certificate.

Return to:

**Head of Admissions, York St John University, Lord Mayor's Walk, York YO31 7EX or
scan and e-mail to admissions@yorksj.ac.uk.**

**Head of International Admissions, York St John University, Lord Mayor's Walk, York
YO31 7EX or scan and e-mail to global@yorksj.ac.uk.**

Appendix B

Notification of a UK Guardian for a Student Aged Under 18 on Entry

Name of Student:

Programme of Study:

Name of Parent 1:

Name of Parent 2:

I confirm that the person named below has been empowered to act as guardian for my child whilst in the UK and until they are 18.

Name of Guardian:

UK guardian's contact details:

Address:

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.....

Telephone Number:

Email:

Signature of Parent 1:

Signature of Parent 2:

Signature of Guardian:

Date:

Please return form with a copy of your birth or adoption certificate.

Return to:

**Head of Admissions, York St John University, Lord Mayor's Walk, York YO31 7EX or
scan and e-mail to admissions@yorks.ac.uk.**

**Head of International Admissions, York St John University, Lord Mayor's Walk, York
YO31 7EX or scan and e-mail to global@yorks.ac.uk.**