

# Arrangements for the Admission of Applicants under the Age of 18 Years Policy

## Purpose

This policy sets out the arrangements for the admission, support and safeguarding of applicants who will be under the age of 18 at the start of their course.

## Scope

This policy applies to all applicants who will be under the age of 18 at the start of their course including those applying for:

- Undergraduate courses
- Postgraduate taught courses.
- Courses delivered in partnership with other institutions (e.g. PGCE programmes)
- Apprenticeships

It applies to all modes of study, including full-time, part time, distance learning, and block delivery.

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## 1. Introduction

The University of Huddersfield is committed to providing a safe, supportive, and inclusive environment for all students, including those who are under the age of 18 at the point of entry. While such students represent a small proportion of the student population and are typically close to their eighteenth birthday, the University recognises that they are legally defined as children and may require additional safeguards.

The University treats all students as independent learners. Students aged 16 and 17 will generally be treated in the same way as adult students, subject to the specific considerations outlined in this policy.

Although students aged 16 and 17 have many of the rights of adults, some legal restrictions remain. This policy outlines both the rights and limitations applicable to these students and clarifies the responsibilities of the University, the student, and their parent(s) or legal guardian(s).

## 2. Safeguarding and Risk Assessment

The University may carry out a risk assessment to determine whether it can fulfil its duty of care to applicants under the age of 18. This may include consideration of:

- Programme content and delivery
- Study arrangements and placements
- Pastoral care and personal tutoring
- Accommodation arrangements

As part of this process, the University may identify necessary adjustments, including control measures, to safeguard the student's wellbeing. These may result in additional conditions attached to an offer of admission, which will be communicated in writing.

Any such measures will cease to apply when the student reaches the age of 18.

In exceptional cases, where reasonable adjustments cannot be made to ensure appropriate safeguarding, the application may be declined.

### **3. Parental responsibilities**

The University does not assume parental responsibility for students under the age of 18 and will not act *in loco parentis*.

Applicants aged 16 or 17 who require a student visa are permitted to live independently in the UK. However, in accordance with UK Visas and Immigration requirements, they must provide written consent from a parent or legal guardian to travel to and reside in the UK. This consent must be provided before visa documentation is issued.

### **4. Contracts and laws**

Students aged 16 and 17 may enter into contracts for goods and services that are necessary or beneficial to them, including education and accommodation.

Accordingly, students are contractually bound by University regulations and are liable for tuition fees, accommodation costs, and other associated charges.

The University may require a parent or legal guardian to provide a written undertaking to support the student in meeting these obligations prior to their eighteenth birthday.

All students are subject to the laws of the United Kingdom.

### **5. Data Protection**

Students aged 16 and over are considered capable of consenting to the processing of their personal data. The University will therefore communicate directly with the student and will not disclose personal information to parents or guardians without the student's consent, unless required to do so by law.

### **6. Field Trips**

Students may be required to participate in field trips as part of their course. The University's responsibility is limited to its health and safety obligations in relation to such activities.

### **7. Internet access**

Internet access at the University is unrestricted. The University cannot limit access to specific websites or categories of content. Students under the age of 18 are expected to comply with the University's regulations on acceptable use.

### **8. Alcohol**

It is illegal for individuals under the age of 18 to purchase or consume alcohol. The University will take reasonable steps to ensure compliance with the law in premises under its control but does not undertake to supervise individual students.

## **9. Students' Union and Holding Office**

Students under the age of 18 are not permitted to hold certain positions of responsibility, such as secretary or treasurer of a sports club or student society.

## **10. Relationships with Staff**

Under the Sexual Offences Act 2003, it is a criminal offence for any person in a position of trust, including University staff, to engage in sexual activity with a person under the age of 18.

## **11. Safeguarding and Child Protection**

The University takes allegations or suspicions of abuse involving individuals under 18 very seriously. All staff are required to report concerns in accordance with the University's Safeguarding Policy.

## **12. Accommodation**

University accommodation is provided by a range of private providers including hall providers and private landlords. Availability for students under the age of 18 is limited, particularly for those under 17.

Applicants must demonstrate that suitable accommodation arrangements are in place. The University may require confirmation of these arrangements as part of the admissions process.

Students under 18 are unable to independently arrange temporary accommodation (e.g. hotels or short-term rentals). Parents or guardians may be required to confirm the appointment of a suitable UK-based guardian. Failure to provide satisfactory arrangements may result in the application being declined.

## **13. Notification**

Relevant staff, including the Wellbeing Manager and School Operations Manager, will be informed prior to enrolment of any student who will be under the age of 18 at the start of their course.

Students will be offered the opportunity to engage with a Wellbeing Advisor for guidance and support. Teaching staff will not routinely be informed of a student's age.

## **14. Parental involvement**

The University communicates directly with students in relation to their studies and administration, including those aged 16 and 17.

Applicants may nominate a third party (e.g. through UCAS) to discuss their application; however, this individual will not be permitted to make decisions or amend personal details on the applicant's behalf.

## **15. Emergency Contact and Medical Treatment**

Students aged 16 and over may consent to medical treatment. In the event of a medical emergency, the University is not required to obtain parental consent.

However, students under 18 cannot refuse medical treatment where a person with parental responsibility or a court determines that treatment is necessary.

Students must provide emergency contact details prior to enrolment. This ensures that appropriate individuals can be contacted if required. Parents of international students are advised to appoint a UK-based guardian where appropriate.

## **16. Enquiries**

Enquiries regarding this policy should be directed to:

- UK (Home) applicants:
- EU and International applicants: [osadmissions@hud.ac.uk](mailto:osadmissions@hud.ac.uk)

## APPENDIX A: PARENT/GUARDIAN CONSENT FORM

For applicants who will be under 18 at the start of their course.

### Section A: Applicant Details

*(to be completed by the parent/guardian)*

- **Full Name of Applicant:**
  - **Date of Birth:**
  - **UCAS Personal ID Number:**
  - **Course:**
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### Section B: Parent/Guardian Declaration

If the named applicant accepts a place at the University of Huddersfield, I confirm, as their parent/guardian that:

- I have read and understood the document '*Arrangements for the Admission of Applicants under the Age of 18 years*'.
- I understand that the University of Huddersfield does not take parental responsibility for students, including those under the age of 18.
- I understand that I remain legally responsible for the students' supervision and welfare until they reach the age of 18.
- I understand that the University of Huddersfield is an adult environment, and students are generally treated as independent individuals with freedom over their personal time.
- I give consent for the student to participate in all compulsory course activities including field trips, visits, and study away from the University.
- I agree to accept liability for any debts the student incurs with the University.
- I understand that individuals aged 16 and over can usually consent to medical and dental treatment without parental involvement. If a student under 18 cannot give consent, the University contact the emergency contacts provided. If this is not possible, the treatment may be authorised based on medical advice and the student's best interests.
- I understand that the student will be subject to the laws of England and Wales and to University's rules and regulations.
- I understand that, under data protection law, the University cannot normally share personal or academic information about the student, without their consent, even if they are under 18.

#### Parent/Guardian Details:

- **Full Name:**
- **Address:**
  
- **Relationship to Applicant:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Section C: Emergency Contact Information**

Please provide at least one emergency contact (this must include a parent or legal guardian).

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#### **Contact 1 (Required)**

- **Name:**
  - **Address:**
  - **Email address:**
  - **Mobile phone:**
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#### **Contact 2 (Optional):**

- **Name:**
  - **Address:**
  - **Email address:**
  - **Mobile phone:**
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#### **Declaration**

- **Full Name of Signatory:**
- **Relationship to Applicant:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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### **Section D: UK Based Resident Guardian**

Students under the age of 18 at enrolment, must have a UK based guardian.

This should be a responsible adult living in the UK, usually a family member or close family friend, preferably living within reasonable distance of the University.

- **Full name of UK guardian:**
- **Relationship to applicant:**
- **Address:**

The above-named person agrees to act as the student's UK guardian and may be contacted if needed.

UK Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Section E: Accommodation Arrangements

Accommodation options for students under 18 are limited. Please provide details of where the student will live while under 18.

*Please note accommodation for students at the University is provided by a range of private providers including halls providers and private landlords. A limited number of providers offer accommodation to students who are 17 and will become 18 during their first year of study and accommodation tenancy. Accommodation options for students under 17 are very limited.*

*Under 17s will normally require accommodation:*

- in their current UK family home within daily commuting distance of Huddersfield*
- with known family members or friends of family within daily commuting distance of Huddersfield*

#### Accommodation details

Please confirm the arrangements which will be considered as part of the application:

- Arrangements to provide student accommodation whilst the student is under the age of 18:
- Full address of accommodation (including postcode):

#### Accommodation type (tick one):

- |   |                          |
|---|--------------------------|
| Living in current family home   | <input type="checkbox"/> |
| Living in a family home with extended family<br><i>(please detail relationships to other residents)</i> | <input type="checkbox"/> |
| Student halls of residence in Huddersfield  | <input type="checkbox"/> |
| Private rented accommodation (alone)  | <input type="checkbox"/> |
| Private rented accommodation (shared with others)   | <input type="checkbox"/> |
| Homestay / registered provider (e.g. Unipol)  | <input type="checkbox"/> |
| Other arrangement (please specify):   | <input type="checkbox"/> |

#### Current status of arrangements (tick one):

- Contract for accommodation is in place with private rental provider

- Arrangement has been confirmed with family/friends
- Accommodation options have been researched, and provider has been identified to accommodate a student who is **under 18 (please provide details)**
- Accommodation options have been researched, and provider has been identified to accommodate a student who is **under 17 (please provide details)**
- No agreement or contract is in place

**If accommodation has not been finalised:**

Please confirm what actions you will be undertaking to secure suitable accommodation close to the University?

**Declaration**

- Full name of parent/guardian:
- Relationship to applicant:

You confirm that:

- A UK-based guardian has been arranged
- Suitable accommodation will be in place while the student is under 18

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

POLICY SIGN-OFF AND OWNERSHIP DETAILS	
<b>Document name:</b>	Arrangements for the admission of applicants under the age of 18
<b>Version Number:</b>	4.0
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<b>Document Location:</b>	<a href="https://www.hud.ac.uk/media/policydocuments/Arrangements-for-the-Admission-of-Applicants-under-the-Age-of-18.pdf">https://www.hud.ac.uk/media/policydocuments/Arrangements-for-the-Admission-of-Applicants-under-the-Age-of-18.pdf</a>
<b>Compliance Checks:</b>	Number of appeals/complaints received and investigated
<b>Related Policies/Procedures:</b>	<a href="#">Admissions Policy</a> (Taught Courses) <a href="#">Applicant Complaints and Appeals Policy</a> <a href="#">Admissions Interview Policy</a> <a href="#">Safeguarding Policy</a>

REVISION HISTORY			
Version	Date	Revision description/Summary of changes	Author
V4.0	26 May 2026	Major Review  Text updated to improve clarity and ensure consistency where appropriate.  Additional content added to: <b>Section 1: Introduction</b> as per University Policy Framework Guidelines <b>Section 2: Safeguarding and Risk Assessment</b> <b>Section 12: Accommodation</b>	Student Recruitment Manager

		<b>UK18 Parent Guardian Consent Form:</b> Additional sections added: D: UK Based Resident Guardian E: Accommodation Arrangements	
V3.0	30 May 2023	Major Review	Student Recruitment Manager
V2.1	March 2022	Minor Changes	Student Recruitment Manager
V2.0	September 2020	Minor Changes	Student Recruitment Manager
V1.0	May 2017	First draft of new policy	ASIS Director