



INTO CITY UNDER 18 POLICY

Introduction

INTO City, University of London treats all students, regardless of age on entry, as independent, mature individuals. Applicants who are under the age of 18 should be aware that they are applying to study in an adult environment and there may be some limitations for them whilst studying and living in the UK under the age of 18.

INTO City, University of London provides a study environment for adults; nearly all students are over the age of 18 and they have the freedom and responsibilities of adults. However, people under the age of 18 are classified as children under English law and therefore INTO City, University of London has a responsibility to ensure it provides additional support to these students. Once a student turns 18, this policy will no longer apply. At this point, the student will become solely responsible with regard to all matters.

This policy should be read in conjunction with INTO City, University of London Safeguarding Policy.

Parental Consent and Responsibilities

Whilst INTO City, University of London will aim to support you whilst a student, we do not take parental responsibility for you.

INTO City, University of London does not act in loco parentis (assuming parental responsibility) in relation to students under the age of 18 and is not able to take on the usual rights, responsibilities and authority which parents or guardians have. Parents/ legal guardians retain legal responsibility even if they are not living in the UK.

If a student is under 18 whilst studying on a full-time programme, they will be required to provide parental consent during application and contact information for a UK-based guardian.

As an international applicant, it is likely a visa will be required to study in the UK. The University and INTO City, University of London must comply with all regulations set by the UK Visa and Immigration service via the Home Office. Parents and legal guardians must therefore ensure suitable care arrangements are in place for their children under the age of 18 who will study in the UK whilst on a City, University of London's license. All consent forms must be completed prior to Registration. As a student who is under the age of 18 cannot enter into legal contracts, INTO City, University of London requires a student's parents/ legal guardian to honour all obligations under any contracts that the student enters into with INTO City, University of London prior to their 18th birthday (for example, tuition payments and accommodation tenancy agreements).

INTO City, University of London would request parents/ legal guardians to be the named contact in case of a medical emergency. If parents/legal guardians have any concerns about the student at any point in their programme, please contact [INTO City, University of London](mailto:into@city.ac.uk) directly for support. A student must proactively inform [INTO City, University of London](mailto:into@city.ac.uk) of any up-to-date Next of Kin contact details throughout their time on programme.

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Accommodation

Students under the age of 18 have three accommodation options to select, which must be confirmed prior to registration. If an under 18 student arrives without any of the below options in place, they will be unable to register:

1. INTO Residential Accommodation for the full duration of the programme. The accommodation offered is generally intended for the use of adults. Please note that once a student turns 18, they are still subject to their tenancy agreement, which lasts the entire duration of the programme.
2. Live with their parents in London for the full duration of the programme. Parents must confirm they will be living in the same residency throughout the duration of the programme.
3. Live with an appointed family member in the same residency who is over the age of 21, and confirmation of registration of an [AEGIS accredited guardianship](#) service.

The INTO accommodation team provide support to all INTO students residing in INTO accommodation, whether they are under 18 or over 18 years of age. The accommodation team ensure that all statutory health and safety and fire precaution requirements are met; immediate first aid is available on site and all INTO accommodation includes either electronic control of access and/or 24/7 staffed security.

INTO residential accommodation operates an **under 18 student curfew**: 11pm daily from Monday to Sunday. INTO Wardens undertake daily curfew registration checks for all under 18 students. Curfew is in place to provide additional wellbeing, safeguarding, health and safety provision for all under 18s living in INTO residential accommodation. The purpose of curfew is to minimise and manage potential risk. Wardens are DBS-checked and available during out of office hours to respond to any queries and support students' safety onsite.

If an under 18 student chooses accommodation options 2 or 3 as detailed above, an 'alternative accommodation form' will need to be signed by their parent/ legal guardian. This will be available during the application process. Please note that, without this information, a student will be unable to register for the programme.

Student Services Staff

All INTO City, University of London students will have access to the [Student Services team](#). The team provide information, advice and guidance for a range of student needs, whether these are administrative, [wellbeing](#) or [visa-related](#).

Within the team, there is a dedicated member of staff for under 18 students. They will arrange a one-to-one meeting with all under 18 students during their first two weeks of study to see how they are settling in and answer questions that may arise.

Personal Tutor

All INTO students are assigned a Personal Tutor at the beginning of the academic year. Students will receive their Personal Tutor contact information during their first week of studies. Personal tutors are available to discuss and support with any issues which might arise.



Attendance

INTO City, University of London requires all students to attend all classes, on time and participate positively. If an under 18 student persistently misses classes, they will be given a formal warning and their parents and agent will be notified. All students must maintain a high percentage of attendance. Should attendance fall below the expected threshold, this can impact a student's visa and could result in withdrawal from programme.

Whether a student is under 18 or over 18, on a study visa or holds a UK passport, all INTO City, University of London students are required to attend their classes throughout the duration of the programme.

In addition to the standard attendance, under 18s will be subject to the following monitoring procedures:

- 1) Daily attendance checks.
 - a. If an under 18 student misses their class, they will be immediately contacted on their UK mobile number by a member of staff.
- 2) If contact cannot be made, a search will be instigated. This may involve contacting parents and agent regarding their unexplained absence.

Updating your Personal Details

All students must inform the Student Services Team at the Welcome Desk if their personal information changed; UK contact telephone number, Next of Kin, residential address or email address. The Centre will update their records accordingly.

Finance

All students are expected to manage their own expenses and monthly budget. Members of the Student Services Team will be able to assist students in opening a bank account in the UK.

Alcohol and Cigarettes

In the UK, it is illegal for alcohol or cigarettes to be sold to anyone under the age of 18.

There are also age restrictions for several other goods and services in the UK. Under 18 students are not able to buy solvents, gas lighter refills and any age restricted items (such as computer games). There is also restricted entrance to films with an 18 certificate, and to nightclubs and bars.

Driving in the UK

There are very strict regulations in place for international students who wish to drive in the UK. If it is necessary for a student to drive, please see www.dvla.gov.uk for further detailed information.

Medical Services

If a student is studying at INTO on a course lasting for 6 months or longer, they are entitled to receive medical care under the National Health Service (NHS). They will need to register with a Medical Centre near their accommodation. NHS doctors are called General Practitioners (GPs). It is important that students inform their GP of any medical conditions they have and provide them with medical evidence if available. The Student Services Team will be able to provide students with details of local GPs and how to register with them for treatment and support.



If a student is studying at INTO for less than 6 months, they will be able to get medical treatment from a medical centre. However, they will have to pay for treatment in the first instance and then they may be able to reclaim the cost from their insurance.

Please note that all students are expected to give their own consent for medical treatment and their wishes will be respected by medical staff.

INTO will not administer medication or supervise the taking of medication. If a student is unable to take care of themselves, INTO City, University of London is likely to contact parents/ legal guardian, but will try to take a student's wishes into account where practicable. If in unfortunate circumstances a student is deemed to be unfit to make their own decision, for example, if they are unconscious, the hospital and the doctor will follow formal procedures and contact next of kin.

Dental Services

There is a charge for dental treatment; however, it may be possible to reclaim the charge for emergency dental work from your insurance. Students should refer to their individual insurance policy for details.

Emergency Support

INTO City is not a crisis or emergency service. If there is an immediate concern about your safety or of someone you know, you should contact the crisis and emergency services listed below in the first instance:

- If urgent care is required call 999 using your mobile and ask for the relevant service (health, police, fire service).
- Contact your GP (NHS doctor) to book an emergency appointment for any health or wellbeing related condition.
- Call the Samaritans on 116 123
- If you are in INTO Student residing in INTO accommodation, you can contact a member of staff the reception desk for help and support at. INTO accommodation provides a Warden service which operates throughout the night to support you.
- Visit your nearest Accident and Emergency (A+E) Hospital which you can find [here](#)
- Contact Wisdom via the app as shown to you during induction and during your one-to-one meetings with our INTO Wellbeing Officer.
- For a list of other helpline, text and in-person support services please visit City's [support services page](#).

INTO City provides access to an out-of-hours service called Wisdom. The Wisdom support line is a separate service offered to students of INTO City. Wisdom provides a confidential 24/7 support service.

The information you discuss with their helpline-support-workers is not routinely provided to INTO City unless your health, wellbeing or welfare is judged to be at imminent risk.

In these circumstances and where the Wisdom support worker thinks a student requires additional support, they will seek the student's consent to share their name and information about their concerns with the Student Services Wellbeing Team and INTO City so that they can provide further help. In some circumstances where the student is not able to provide consent or where they refuse consent, Wisdom may still decide to share relevant information with INTO City where it is necessary to protect the student or another person's vital interests. This approach is consistent with INTO City Terms and Conditions which are signed up to at registration.



INTO City provides a 24-hour arrival phone number for all students who have prebooked an airport taxi transfer or who require emergency advice and guidance on arrival to the UK. The number is +44(0)7850 930 394. Please note that this number should only be used for emergencies and not for general enquiries.

During the first week of your induction, students will sign and confirm that they have received the Under 18s Handbook, including the Under 18 Policy.

Policy last updated July 2024