

UNDER 18 STUDENT POLICY

Introduction

1. Under English law, anyone under the age of 18 is a child. Therefore, UEA International Study Centre (ISC) has a special duty of care to students under the age of 18. Parents also continue to have a legal responsibility, even if they are not living in the UK and may be periodically contacted by the college whilst their child is under 18. We wish to ensure that under 18s are provided with a safe and secure environment in which to study and thrive. The following rules and procedures have been put in place to safeguard all under 18s and encourage students to take responsibility for their own conduct and behaviour.

Student Freedom

Living in an adult environment

2. UEA ISC is predominantly an adult learning environment, and the majority of the student body is over the age of 18. All students will be afforded the freedom and responsibilities of adults, with exceptions for under 18s detailed in this document. UEA ISC expects all students, regardless of age, to abide by the Student Code of Conduct.

Accommodation

3. Under 18 students may independently reside in one of the following:
 - **UEA ISC Accommodation**
 - **Purpose-Built Student Accommodation**
 - **With a close family relative** (section 7)
4. If choosing to live in UEA ISC accommodation the AEGIS-accredited UK Guardianship requirement does not apply, although the Terms and Conditions of the Residential Licence does apply to all under-18 students, as does the Standards of Behaviour in Residential Accommodation. Students who breach these terms will be subject to disciplinary action.
5. Under-18 students may live in professionally managed Purpose-Built Student Accommodation (PBSA). A guidance document is available to applicants which provides recommended minimum requirements, including distance from each centre: <https://www.intostudy.com/en/under18s>

6. If choosing to live in a PBSA, AEGIS-accredited UK Guardianship is required (sections 10-12).
7. Under-18 students may live with a close family relative in the UK, provided that the relative:
 - Is over the age of 21, and;
 - should have immigration permission which permits them to be UK based for the period the student is under-18, and;
 - Lives within 45-minute commute of the study location, and;
 - Meets the UKVI definition of a “close family relative”:
 - Parent
 - Grandparent
 - Step-parent
 - Aunt or uncle (parent’s sibling)
 - Brother or sister
8. The relative must be formally nominated by the student’s parent/guardian as the student’s UK guardian. The parent/legal guardian will be asked to complete a form as part of the student’s application process that will nominate the relative as the UK guardian. A guidance document with more information is available: <https://www.intostudy.com/en/under18s>. Students living with a close family relative do not need to additionally have an AEGIS-approved UK based guardianship service in place.
9. Under-18 students may not live in:
 - Private rented accommodation
 - Shared houses
 - Lodgings
 - Informal arrangements with friends

This applies in all circumstances, even with AEGIS-accredited UK Guardianship, or if other students reside in the property.

Guardianship

10. All Under-18s who do not live in UEA ISC accommodation, or with a close family relative, must have an AEGIS-accredited UK Guardianship package for the duration they are under 18.
11. UEA ISC has partnered with an AEGIS-accredited UK based guardianship organisation to provide the INTO Guardianship Package. The INTO Guardianship Package will be added to the student’s account if selected during the admission process and invoiced accordingly.
12. Students may choose request to use an alternative AEGIS accredited UK based guardianship provider. UEA ISC reserves the right to check details with the provider to ensure the cover matches the required period, as this must be in place whilst the student is under 18.

Compliance and Monitoring

13. UEA ISC will:
 - Verify guardianship registration prior to enrolment
 - Work with the guardianship provider to confirm compliance
 - Verify immigration permission of close family relative if living with an Under-18 student
 - Conduct checks at registration

Students who fail to meet guardianship requirements will not be permitted to enrol.

When a Student Turns 18

14. Once a student turns 18:
 - Guardianship requirements cease automatically.
 - If the student has the INTO Guardianship Package, the guardianship service will conclude at the end of the contracted term.
 - Accommodation restrictions under this policy no longer apply, however students remain bound by their accommodation contract terms and cannot exit contracts early solely due to turning 18.

Airport pick-up service

15. All students should complete the 'Arrivals Details Form' prior to departure.
<https://www.intoarrivals.com/arrivals/>
16. Under 18 students must use UEA ISC's airport pick-up service unless a comprehensive arrival plan has been pre-agreed with the student's parents and the centre. All drivers of the taxi service used by UEA ISC have had police checks to make sure they are suitable to collect students aged under 18 from the airport.
17. Parents who make alternative arrangements should complete the Under 18 Arrival Form (Appendix 1) to inform the support team of all details, including flight number, flight arrival time at the UK airport, the name and contact details of the person collecting the student and their expected arrival time at UEA ISC. This needs to be completed and agreed with the Centre before the student leaves their home country. UEA ISC may refuse such an arrangement if it is deemed to be a risk for the student and insist on the airport pick-up service.

Curfew for Under-18 students in UEA ISC Accommodation

18. UEA ISC operates a mandatory curfew policy for Under 18s between 23:00 and 07:00 daily. Students are required to sign a curfew register by 23:00 to confirm that they are back at the residence for the night. Failure to sign the curfew register will result in the night security performing a welfare check and knocking on the door.
19. If staff are unable to locate the student following the welfare check, on-duty staff will make hourly attempts to reach the student, which may include calling the Parent(s) and or UK Guardian. The Director of Support Services will be alerted. Police will be informed if all avenues to reach the student are unsuccessful and a missing person report will be filed.
20. Students who miss curfew without explanation, or who fail to sign the curfew register despite being in the residence on multiple occasions, will face disciplinary action.
21. If the student wishes to be exempted from curfew to attend an event which may result in returning to the accommodation later than 23:00, they will need to seek permission in advance by completing the Curfew Extension/Overnight Form (Appendix 2) and securing approval from parents and UEA ISC Support Services Team (into.life@uea.ac.uk) in advance. The centre reserves the right to reject a curfew extension if there is deemed to be a risk to the student, even with parental approval.

Nights or weekends away for Under-18 students in UEA ISC Accommodation

22. If a student under the age of 18 wishes to be away from the centre overnight or for a weekend, they must secure agreement from both parents and the centre. The parents must provide all details via the Curfew Extension/Overnight Form (Appendix 2) and email into.life@uea.ac.uk. In all cases, the UEA ISC Support Services Team will need to know where the student is going and who they will be visiting. Travel plans and overnight address(es) must be provided. The student will need to sign in at reception upon their return to the residence. The centre reserves the right to reject an overnight trip away if there is deemed to be a risk to the student, even with parental approval.

Overnight stay criteria:

- a. Overnight stays should not interfere with studies (weeknights during term time will be refused).
- b. They should have clear, safe travel plans (this will usually mean an u18 being accompanied).
- c. They should involve staying with an appropriate adult over the age of 21.
- d. The student must stay in a safe and appropriate location.
- e. The reason for an overnight stay must be age appropriate.
- f. Overnight stays should not impact a student's wellbeing (eg. missing a medical appointment to visit a friend).

Visitors to UEA ISC Accommodation

23. Visitors to UEA ISC are permitted between the hours of 07:00 and 23:00. Visitors of Under 18 students should present themselves at reception along with the student they are visiting. A visitor ID card will be issued for the duration of the visit, which should be returned to reception upon leaving.
24. Visitors are not permitted to stay overnight, in accordance with the Licence to Occupy Residences applicable to all UEA ISC residents.

UEA ISC Support for Under 18s

Pre-Departure

25. Students will receive a pre-departure guide before they leave home. UEA ISC will also arrange pre-departure presentations and opportunities for students to ask questions before they travel to the UK. It is highly recommended that students and parents read this guide together to make sure that the student is prepared for their arrival in the UK.

Social Programme

26. INTO and UEA run a range of social activities in the evenings and at weekends, some of these may bear a small cost to the student. Some activities may not be available to students under the age of 18 and these will be clearly marked and monitored. UEA ISC will always try to ensure there is a range of activities for all students.

24-Hour Emergency Support

27. UEA ISC operates a 24-hour emergency support line, which means students can always contact someone from INTO during an emergency. The emergency line is **+44 7986 957 047**.

UEA Medical Centre

28. Under 18s are instructed how to register at the local medical centre during their welcome week. The UEA medical centre is located next to UEA ISC and each student will be registered with a doctor (known as a General Practitioner or GP).
29. People aged 16 or over can give their own consent for medical treatment and their wishes will be respected by medical staff. UEA ISC staff can only give consent for medical treatment if a student under the age of 18 is unable to do so themselves (for example if they are unconscious or the doctor thinks they are mentally unfit to give consent).
30. UEA ISC will not administer medication or supervise the taking of medication. If a student is unable to take care of themselves and there are serious concerns for their welfare, UEA ISC is likely to contact a student's parent or guardian but will try to take the student's wishes into account where practicable. GDPR regulations will be followed. 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 the student's next of kin.

Dental Services

31. Most dental services are not included in the NHS surcharge. UEA ISC will advise students on local dental service providers to register with. It is strongly recommended that students have a thorough dental check before leaving home to ensure they are arriving in the UK with no existing problems as this could incur significant costs. Please be aware that insurance only covers "emergency" treatment.

Language Advisors

32. UEA ISC employs a multi-lingual team of staff, who may be able to act as a language advisor should a student wish to communicate in their first language. Language advisors may be called upon in the event of a medical appointment, police appointment or disciplinary hearing.

Expectations of Under 18s

Attendance

33. Good attendance is key to academic success. UEA ISC expects students to attend all academic sessions. Student attendance is monitored weekly by the Academic Support Team.

34. The Centre has an additional obligation to report to the Home Office, UK Visas and Immigration (UKVI) any changes that may affect the terms of an international student's visa, including absence from the programme. Any student who persistently misses classes will be given a formal warning. INTO reserves the right to permanently exclude any student who does not make the required improvements and reaches the withdrawal stage of the Engagement and Attendance policy.

Conduct

35. All students are expected to treat other students, staff and visitors of UEA ISC and the University of East Anglia with respect, dignity and fairness. Students under the age of 18 are treated in the same way as other students and are expected to take responsibility for their own behaviour. A copy of the Student Code of Conduct will be given to all students on arrival at UEA ISC and a copy is available on request.

Alcohol, tobacco, vapes and restricted goods

36. In the UK it is illegal for alcohol, vapes or tobacco products to be sold to anyone under the age of 18. It is also illegal for anyone under the age of 18 to buy alcohol, vapes or tobacco.
37. UEA ISC does not allow smoking or drinking alcohol by any student in the Centre. Smoking (including vapes) is not permitted in any area of the UEA ISC accommodation. Please note that under English law it is a criminal offence to smoke in any enclosed place used by the public.
38. There are also age restrictions for several other goods and services in the UK. Students under the age of 18 are not able to buy solvents, flammable liquids, and some medicines. Students under the age of 18 may also be refused entrance to venues with alcohol for sale in an evening.

Disciplinary Action

39. Any student who fails to meet UEA ISC's expectations for attendance or behaviour and conduct is likely to face disciplinary action. Disciplinary action for minor misconduct will range from a verbal warning to a written warning. For major misconduct, for example where the student's behaviour puts others at significant risk, or where the student has persistently failed to attend classes as required by UEA ISC, the student will be subject to formal disciplinary action. The Centre Director has the authority to suspend or permanently exclude the student from UEA ISC. A copy of the Disciplinary Policy and Procedures is available on request.
40. If, for any reason, disciplinary action is taken against a student under the age of 18, the parents will be informed, if consent is given by the student. They will be informed why the student was disciplined, what is expected of the student in the future and what will happen if the student fails to meet the expectations.
41. In the unlikely event of a student under 18 years of age being permanently excluded from UEA ISC, the student will not be asked to leave UEA ISC before parents have been informed and have had the chance to plan for the student to return home.

Review and Safeguarding Oversight

42. UEA ISC reserves the right to:

- Review accommodation choices and make recommendations based on minimum safeguarding expectations.
- Reject accommodation arrangements that do not comply with the Under 18 Policy.
- Require evidence of guardianship or living arrangements, and take appropriate action as required.

This policy reflects INTO's commitment to student welfare, safeguarding, and alignment with pathway sector best practice.

Reviewed by: Will Gray – Director of Support Services

Date Reviewed: 17 April 2026

Next Review: August 2026

Appendix

Appendix 1: Under 18 Arrivals Form

UNDER 18 ARRIVALS FORM

Student Name	
ID Number / Applicant ID	
Date of Arrival	
Time of Arrival	
Airport	
Flight Number	

Details of transfer from airport to UEA ISC:		
Names and UK contact details for accompanying adult(s):		
Signatures:		
_____	_____	_____
Parent	Parent	Date

