



INFORMATION FOR PARENTS OF STUDENTS UNDER THE AGE OF 18

Information for Parents of Students Under the Age of 18

Under English law, anyone under the age of 18 is considered to be a child. This means that Newcastle University International Study Centre 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.

Living in a University Setting in England

Universities in England may be very different from Universities in other countries and are not like boarding schools. Universities are adult environments where nearly all of the students are over the age of 18 and have the freedom and responsibilities of adults.

Newcastle University International Study Centre recognises that international students under the age of 18 need extra support and help and that their parents will want to make sure that their children are as safe as possible.

This information booklet will set out the ways in which we will care for your child. However, you should also be aware that you are still legally responsible for your child and that you should make any provision you feel necessary for their wellbeing when they are in England. Your child will, for the most part, be treated by Newcastle University International Study Centre and the Newcastle University in the same way as any other student, nearly all of whom will be over 18 years of age.

Guardianship

Newcastle University International Study Centre is committed to safeguarding and ensuring appropriate welfare arrangements are in place for all students under the age of 18.

Under-18 students must:

- Reside only in approved accommodation types
- Have appropriate guardianship arrangements where required
- Comply with safeguarding and accommodation requirements as a condition of enrolment

Students will not be permitted to enrol unless all applicable guardianship and accommodation requirements are satisfied.

Accommodation Options for Under 18 Students

Under-18 students may reside in one of the following:

Newcastle University International Study Centre Arranged Accommodation

This is accommodation arranged and booked directly by INTO/ Newcastle University International Study Centre. Guardianship is not required for under-18 students living in Newcastle University International Study Centre arranged accommodation.

Support in Accommodation

Newcastle University International Study Centre provides support for all students living in our residential accommodation.

If a student under the age of 18 wishes to be away from the Newcastle University International Study Centre residences overnight or for a weekend, they must first get permission. The student must inform Newcastle University International Study Centre via isc.under18@newcastle.ac.uk

Alcohol and Cigarettes

In the UK it is illegal for alcohol or cigarettes to be sold to anyone under the age of 18. It is also illegal for anyone under the age of 18 to buy alcohol or cigarettes. Newcastle University International Study Centre does not allow smoking in its residences. Please note that under English law it is a criminal offence to smoke in any enclosed place used by the public, including residences.

Purpose-Built Student Accommodation (PBSA)

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>

Important: Not all PBSAs permit under-18 occupancy. Students must ensure the chosen provider accepts under-18 residents. All under-18 students living in PBSA must have an AEGIS-accredited UK-based guardianship service in place for the full duration that they are under the age of 18.

Living with a Close Family Relative in the UK

Under-18 students may live with a close family relative in the UK, provided that the relative:

- Is over the age of 21
- should have immigration permission which permits them to be UK based for the period the student is under-18
- Lives within a reasonable distance of the study location

- Meets the UKVI definition of a “close family relative”:
- Grandparent
- Step-parent
- Aunt or uncle (parent’s sibling)

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.

Accommodation Not Permitted

Under-18 students may not live in:

- Private rented accommodation
- Shared houses Lodgings
- Informal arrangements with friends

This applies even if other students reside in the property

Guardianship Requirements

When Guardianship is Mandatory:

Guardianship is always required:

- For all under-18 students living in PBSA

Guardianship must:

- Be in place to confirm their place on the course
- Be valid for the entire period the student remains under 18
- Students will not be permitted to enrol unless guardianship is confirmed where required. Failure to comply with this requirement may result in:
 - Refusal of enrolment
 - Withdrawal of sponsorship
 - Withdrawal of offer

Approved Guardianship Providers

INTO 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 and invoiced accordingly. Students may choose request to use an alternative AEGIS accredited UK based guardianship provider. The guardianship must cover the entire period the students is under 18.

When a Student Turns 18

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.

Compliance and Monitoring

- Newcastle University International Study Centre will:
- Verify guardianship registration prior to enrolment
- Work with the guardianship provider to confirm compliance
- Conduct checks at registration

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

Review and Safeguarding Oversight

Newcastle University International Study Centre 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

What Newcastle University International Study Centre will do to support and help your child

General Statement

All students will be treated with dignity, respect and fairness by all staff. They will be provided with a learning environment which is free from physical, emotional and social abuse. Newcastle University International Study Centre has a duty of care to all of its students and especially those under the age of 18.

All Newcastle University International Study Centre staff have police checks to make sure that they have not committed any offences which would make them unfit to look after students under the age of 18. These are known as Disclosure and Barring Service (DBS) checks.

Newcastle University International Study Centre has a safeguarding policy to safeguard its students from abuse, which includes physical abuse, emotional abuse, sexual abuse or bullying. Parents should contact the Director of Student Services if they become concerned that their child might be suffering abuse from any other student or any member of staff.

Support for Students

Personal Tutor

Each student is assigned a personal tutor who is available to discuss and deal with any issues which might arise as part of the student's studies.

Student Services Staff

Newcastle University International Study Centre has a number of Student Services Staff, whose role it is to look after the welfare of all of our students, but particularly those under the age of 18.

Student Services Staff are made aware of each student under the age of 18 so that they can provide extra help and support to these students. As well as helping with day-to-day support, questions and problems, the Student Services Staff also help student with:

- Police registration
- Visa Extensions
- Registration with the University Medical Centre
- Social Programme

24 Hour Emergency Support

Newcastle University International Study Centre has a 24-hour emergency support line, which means your child can contact someone day and night, no matter where they are. Also, if you have an emergency and need to contact someone out of normal office hours, you can telephone the emergency number.

You should make sure that your child has the number with them before they leave their own country. The emergency number is +44 (0)7532 120169. Please note that this number should only be used for emergencies and not for general enquiries.

Medical and Dental Services

Medical Services

Students will be advised to register with a local doctor upon arrival, details of this is included in the Student Handbook which students receive during their induction. It is important that students bring any medical information with them. Students may have to pay for treatment in the first instance and then re-claim the cost from their insurance.

Please note that students between the age of 16 and 18 are able to give their own consent for medical treatment and their wishes will be respected by medical staff. Newcastle University International Study Centre can only give consent for medical treatment if a student under the age of 18 is unable to do so themselves.

Dental Services

Students will be advised to register with a local dentist upon arrival. A charge is made for dental treatment, however it may be possible to re-claim the charge for emergency dental work from the student's insurance. Students may have to pay for treatment in the first instance and then re-claim the cost from their insurance.

Pre-departure and Arrival

Pre-departure

Your child will receive a pre-departure guide before they leave home to come to Newcastle University International Study Centre. You should read this guide together to make sure that your child is prepared for arrival in the UK.

Meet and Greet Service

In the Policy Guidance for Tier 4 of the Points Based System it states that 'All children studying in the United Kingdom must have suitable care arrangements in place for their travel, reception at port and living arrangements while here. Children are all students under 18 years old. If you are 16 or 17 years old and applying as an adult student, you must have your parent(s) or legal guardian(s) written consent that you can live and travel independently.'

To ensure the safety of your child on arrival in the UK, we require parents of students under the age of 18 to use the 'airport pick up' service, unless they have made satisfactory alternative provision for their child to be met.

If you book this in advance a taxi will be there to meet your child and bring them to Newcastle University. All of the drivers of the taxi service we use have had police checks. If you do not wish to use the meet and greet service and have arranged for someone else to meet your child at the airport, you should complete Form 5 to let us know the full details.

Conduct, Attendance and Discipline

Conduct and Behaviour of Students

All students are expected to treat other students, staff and visitors of Newcastle University International Study Centre and the Newcastle University 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.

Attendance

Good attendance is key to academic success. Newcastle University International Study Centre expects students to attend all academic sessions. Student attendance is monitored carefully and where attendance is not satisfactory, the Centre has an absence procedure.

The Centre has an additional obligation to report to the Home Office, UK Visas and Immigration (UKVI) service any changes that may affect the terms of an international student's visa. Any student who persistently misses classes will be given a formal warning and you will be notified of this. Newcastle University International Study Centre reserves the right to permanently withdraw any student whose attendance is below the requirements.

Disciplinary Action

Any student who fails to meet expectations for attendance or behaviour and conduct is likely to face disciplinary action. Disciplinary action for minor offences will range from a reprimand to a formal warning. For major offences the student will be subject to formal disciplinary action.

The Centre Director has the authority to suspend or permanently exclude the student from Newcastle University International Study Centre. If disciplinary action is taken against a student under the age of 18, the parents will be informed.

Internet

The University is an adult environment and so does not have controls on websites to prevent younger people viewing them. Therefore, your child will have access to any website which can be viewed by other members of the University, within the regulations laid out by the University. Please see the Newcastle University International Study Centre Internet Safety Policy for further details.