



**University Admissions Policy:
Under 18 Students
November 2024**

Introduction

City St George's, University of London encourages applications from all academically suitable applicants irrespective of age. We do not consider formally the age of applicant when assessing for entry however, this policy outlines details on the admission and treatment of applicants who are minors (those who are under 18) when they begin their studies with us.

General Principles

1. The University community and campus is predominantly an adult environment.
2. It is important that individuals under the age of 18 and their parents/guardians understand principle 1.
3. Students aged 18 years and over, are responsible for their own well-being, supported by safeguards set by the institution.
4. The Institution does not take on the rights and responsibilities of parents/guardians in relation to those who are under the age of 18.
5. The Institution does not act in *loco parentis*¹ in relations to students who are under the age of 18.
6. Regardless of age, the Institution expects all students to assume adult levels of responsibility.
7. Regardless of age, the Institution expects all students to have the necessary skills to study and live independently, without supervision, to always conduct themselves as responsible members of the University community, and to comply with the Institution's rules and regulations whilst also respecting the rights of others.
8. Whilst the Institution provides academic and pastoral support for students, it does not normally provide any special support or supervision for students under the age of 18; other than that, which is outlined in this policy other than those detailed in this policy.
9. An applicant who is offered a place by the Institution will, on acceptance of that offer, enter into a legal contract through the Competition Markets Authority (CMA). Further information can be found [here](#).
10. Individuals under the age of 18 do not require the consent of their parents/guardians to enter a student contract.
11. Notwithstanding that the Institution does not accept any responsibility to act in *loco parentis* for students under the age of 18, it is committed to seeking to take reasonable steps to ensure that all students, regardless of age, are provided with a safe and secure environment in which to study, live and learn.

12. The Institution remains mindful of its duty of care to all of its students and its other legal obligations including those arising under the [Equality Act 2010](#) and [Data Protection \(GDPR\) 1998](#).
13. The Institution does not normally provide any specific support services or facilities for students under the age of 18. It will normally, however, identify a named member of staff in the students' Academic School who will have responsibility as the personal tutor for all students under the age of 18, and will take reasonable steps to ensure that students under the age of 18 meet with their personal tutor on a regular basis.
14. The University is committed to ensuring that it has arrangements in place, across the breadth of its activities, which allow it to carry out its functions in a manner which safeguards and promotes the welfare of children and vulnerable adults whether they are registered students of the University. These arrangements include processes for the safe recruitment and selection by the University of individuals to work with children and vulnerable adults. Please see the University's [Safeguarding Policy](#)

Compliance of Guidelines

15. If an applicant will be under the age of 18 at the point of starting their studies, the institution will write to the applicant to seek a response from their parent or guardian
16. Where such applicants and their parent(s) are domiciled in the UK, the institution will ask the parent or guardian to confirm that they will act as the nominated contact responsible for the applicant's well-being, until they turn 18.
17. Where such applicants are domiciled internationally, the institution will ask for written confirmation that someone over the age of 18 is willing to act as their UK based guardian. We refer to this nominated individual as having responsibility in *loco parentis*.
18. *Loco parentis* should be somebody responsible, who can act promptly and effectively on any relevant situation that could impact on a student's well-being.
19. The institution is not responsible for vetting the suitability of a *loco parentis*.
20. If the applicant is unable to provide a UK based *loco parentis*, we are unable to allow updates to any offer to unconditional or permit an applicant to register until the Under 18 form is received.
21. No applicant under the age of 18 will be admitted by the University unless either the Under 18 Acknowledgment Form (outlined in point 16 and 17) has been signed and returned to the Admissions Office.
22. During the main cycle (October – June) the Under 18 Acknowledgement Form must be signed and by the 31st of July.

23. During Clearing (July-September) the Under 18 Acknowledgement Form must be signed and returned within **five working days**.
24. Upon successful receipt of the Under 18 Acknowledgement Form, the Admissions Office will liaise with the relevant Department within the University to ensure that the student is assigned a Personal Tutor who has been DBS approved.
25. Each School within the University will have a Safeguarding Officer who has been DBS approved, and this individual is responsible for all Safeguarding matters within that School.
26. Students who are under 18 at the point of Registration will be asked to provide the contact details of their next of kin.
27. Students under the age of 18 will be provided with a student ID card that clearly distinguishes them from students who are over 18.

Additional Considerations

28. Please note that where applicants are under the age of 18 and wish to stay in University approved accommodation, the applicant will need to be 18 years old by the end of that calendar year.
29. Please note that where applicants are enrolling on courses with some form of mandatory professional placement, the applicant will be responsible for ensuring their right to work.

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