

Royal Agricultural University Procedure for Resident Students Aged Under 18

This procedure covers students applying for Royal Agricultural University campus accommodation, whose 18th birthday falls after the first day of the Residence Contract (beginning of the academic year). The procedure will cease to apply to students once they reach their 18th birthday.

Students under the age of 18 are unable to enter into a legally binding contract with the Royal Agricultural University and the University requires a parent or responsible person over the age of 18 to act as guarantor and sign the Residence Contract. This means that the guarantor must pay any sums agreed under the Residence Contract and be responsible for any outstanding debts.

The University cannot assume parental responsibility for a student under the age of 18. Students and their families should bear in mind that the Royal Agricultural University is an adult environment. Students are expected to behave like adults and to assume adult levels of responsibility. Students are expected to have the necessary skills to study and live independently alongside people from a wide variety of backgrounds. Rooms in Halls of Residence at the Royal Agricultural University are offered on the understanding that the student will be able to adapt to living away from home and to looking after himself/herself in all practical matters.

Arrangements during the Academic year

Section A: The Accommodation Officer will:

- Allocate a room, in accordance with the “first come, first served” policy, to those applicants who have been offered a place to study at the University and applied for on-campus accommodation through the correct channels and paid the accommodation administration fee.
- Be notified by the admissions team of the Under 18's details and the applicant aged under 18 should contact them during office hours if necessary.

Integrate students who are under 18 years of age with those who are over 18.

- Promptly inform the person named as guarantor if we become aware that the student:
 - Is in rent arrears of 14 days or more.
 - Is in breach of the Terms and Conditions of Residence invoking Disciplinary Regulations and/or the levy of fines.
- Ensure that students under 18 are aware of whom to contact in case of difficulties.

- In all cases try to encourage students to involve a parent/guarantor where appropriate but will take a student's request for confidentiality and the student's welfare as paramount, even if this means not telling their parent at the student's request.
- Send documentation, including the Residence contract and Terms and Conditions of Residence, to the student and guarantor that is required to be accepted/signed and returned to the Accommodation Office by the guarantor before the student can take up residence.

Section B: The Royal Agricultural University will not:

- Act in Loco Parentis.
- Monitor how the student spends their leisure time or manages their finances.
- Apply this procedure to under 18's housed in the private sector.

Section C: Students will:

- Provide the name and address of a parent or guarantor who will be the University's point of contact for notification under points A.4 & A.7 above.
- Provide the name of a guarantor in the UK where the student is from overseas.
- Be required to enter into a new Residence Contract with the University on their 18th Birthday.
- Abide by the Residence contract and Terms and Conditions of Residence from the point of accepting a campus room allocation.

Dear

Resident Student Aged Under 18

We are very pleased that your son/daughter has chosen to apply for a room on campus at the Royal Agricultural University.

I am writing to you as [his/her] parent/legal guardian as [he/she] will be under the age of 18 years at the date of entry. English law defines those under the age of 18 as minors and thus universities have an implied enhanced duty of care to any of its students who have not yet attained their legal majority.

It is important to be aware that the University is not '*in loco parentis*' and therefore will not act in a parental capacity in relation to your child. It is thus essential that we have an up to date contact address for someone who is normally resident in the UK who is able to act in this capacity in the event of an emergency.

Our procedure is to treat students who are under the age of 18 years as much as possible in the same way as it treats all other students. Student minors will be subject to the University's normal rules and regulations and will be able to access the majority of the campus facilities and opportunities offered in the same way as all other students. This said, as law dictates that persons aged under 18 years are not considered "adults", your [son/daughter] does not have the legal capacity to sign the Residence contract. We will ask you to sign the Residence Contract as their parent / legal guardian and you will be responsible for the following:

- Fee payment (you will be named as the fee payer up until their 18th birthday – and beyond should you choose – and will be responsible for any outstanding debt).
- Breaches of Terms and Conditions of Residence (you will be responsible for the payment of any fines levied to the student for contravention of the Terms and Conditions of Residence or College Regulations).
- Damages cause to College property that are attributed to your son/daughter.

If you have any queries in relation to this letter, please do not hesitate to contact us.

Yours sincerely

Sarah Hall
Accommodation Officer
Accommodation@rau.ac.uk

Royal Agricultural University Parental Declaration for Students Aged 18 and Under

1. I have read and understood the letter from the Royal Agricultural University's Accommodation Officer outlining its policies and procedures in allocating and managing accommodation where a student who is under 18 years of age is residing.
2. I understand that the Royal Agricultural University is not *in loco parentis* and that in cases of emergency the University will always endeavour to contact the appointed guardian of the above student while they remain a minor.
3. I consent to the Royal Agricultural University acting on medical advice in the best interests of the above to authorise emergency medical treatment if it is not possible to contact the nominated guardian.
4. I understand that the Royal Agricultural University is an adult environment and that my I will generally be treated as an adult.
5. I understand that the Royal Agricultural University cannot release information relating to my academic progress or personal life without their express permission.
6. I have provided full name and contact details of the person living in the UK who will act as a guardian in the case of an emergency.

Details	
Surname (student)	
Forename (student)	
Student ID Number	
Academic Year	
Name of Parent / Legal Guardian	
Address of Parent / Legal Guardian	
Telephone Number	
Email address	

I hereby declare that I give permission for my parental/legal guardian to be contacted in accordance with the University's procedure.

My date of birth is.....

Signed..... Date.....