Notes for Completion and Frequently Asked Questions
Parental Consent, Accommodation and Guardianship Arrangements for Under 18s Form

Please read this guidance carefully and use it to help you complete the ‘Parental Consent, Accommodation and Guardianship Arrangements for Under 18s form’.

Introduction
The English Language Centre (ELC) at the University of Liverpool admits students on the basis of individual merit and does not discriminate on grounds of age. The University takes its responsibilities to students who are under the age of 18 very seriously. If an applicant will not have reached the age of 18 by the time they are due to start their English language course at the University, as part of our duty of care to protect such students, we will contact their parent(s) or legal guardian(s) to seek their consent for the applicant to start the course. In contacting the applicant's parents, the University will outline a number of matters of which they need to be aware before signing the form.

This guidance aims to help you and your parent (and agent, if applicable) provide the information we need to consider whether the arrangements for your accommodation are appropriate, and that there is a UK-based parent or UK-based guardian. Where we refer to parent, we are referring to the parent or legal guardian of the applicant – the adult who has legal responsibility for you.

The University needs to check and approve that the arrangements for Guardianship and Accommodation you have given on the form are appropriate for an Under-18 student before the place on your course can be confirmed.

How to complete the form
- The form has five sections which must all be completed in full.
- The form can be handwritten or typed however all signatures must be signed by hand. We are not able to accept a typed signature.
- When you have completed the form, please scan in the form as one complete document to email to us.
- You can use the table below to click through to the guidance for each section of the form.

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1. Parental Consent

1.1. Applicant Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
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<tbody>
<tr>
<td>Applicant Name</td>
<td>Please enter your full name as it appears in your passport.</td>
</tr>
<tr>
<td>Title of course</td>
<td>Please write the full name of the course you have applied for.</td>
</tr>
<tr>
<td>Start date (Month/Year)</td>
<td>Please write the month and year the course starts</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Please enter your date of birth (day – month – year)</td>
</tr>
<tr>
<td>Age upon registering at the ELC</td>
<td>Please give your age on the date your course starts with the ELC.</td>
</tr>
</tbody>
</table>

1.2. Parent Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Please write the full name of your parent(s)</td>
</tr>
<tr>
<td>Relationship to student</td>
<td>Please give the relationship to student, for example: Mother, Father, legal guardian</td>
</tr>
<tr>
<td>Telephone Number(s)</td>
<td>Please include the country code if it is not a UK number, e.g. +86</td>
</tr>
<tr>
<td>Email Address</td>
<td>Please give a full email address</td>
</tr>
</tbody>
</table>

1.3. Parental Consent – Permission to Attend

This must be completed in full by your parent or legal guardian (the adult who has legal responsibility for you). Signatures must be signed by hand (we are not able to accept a typed signature).

2. Declaration of Guardianship Arrangements

<table>
<thead>
<tr>
<th>Guardianship Arrangement</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please tick the Guardianship arrangement type you will have.</td>
</tr>
</tbody>
</table>

If the parent chooses to appoint a UK-based guardian, the University may call them to confirm their understanding of the role of guardian. The University may withdraw the offer of a place at any time if we are not satisfied that guardianship arrangements provide a sufficient level of care for the student.

If you do not have a UK-based parent or guardian, you can use a guardianship company to provide you with a Guardian in the UK.

Please ensure that guardianship arrangements last until your 18th birthday.

Completing the relevant lettered section:

A UK-Based Parent

If you have a UK-based parent, please give their full name(s), full postal address and contact details. Without the full details we cannot complete checks.

B UK-Based Guardian

If you have a UK-based Guardian, please give their full name, their relationship to you (for example: Aunt / Uncle; Family friend of parent), their full postal address and contact details. Without the full details we cannot complete checks.

C Guardianship company

If you will use a guardianship company, please provide us with the name of the company, their full address, their phone number and their email address. We also require you to provide a copy of the contract which must be until your 18th birthday. Without the full details we cannot complete checks.

Section 3 – Parent’s Signature

This must be completed in full by your parent. Signatures must be signed by hand (we are not able to accept a typed signature).

Please click here for Guardianship Arrangements Frequently Asked Questions.
3. Declaration of Accommodation Arrangements

<table>
<thead>
<tr>
<th>Accommodation Type</th>
<th>Please tick the accommodation type you would prefer.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>As the form says, students who are aged 17 at the start of their course can choose to live in University-owned halls of residence OR with a responsible adult who is well-established in the UK and who is known to them.</td>
</tr>
<tr>
<td>A: University Accommodation (Halls)</td>
<td>You can apply for University accommodation by visiting the following webpage. (to follow)</td>
</tr>
<tr>
<td>B: Living with a Responsible Adult</td>
<td>We expect any responsible adult to provide a certain level of care; if we are not satisfied these expectations can be met this accommodation option will not be approved.</td>
</tr>
<tr>
<td>C: Other (please specify)</td>
<td>Before you sign a contract for accommodation other than University-owned Accommodation (Halls), or make alternative arrangements, you must contact the Social and Welfare Officer at the English Language Centre <a href="mailto:via.swt@liverpool.ac.uk">via.swt@liverpool.ac.uk</a> to discuss the suitability of your preferred option. Once you have received confirmation from the Social and Welfare Officer that the accommodation is considered suitable, you must enclose a copy of your accommodation contract with this form.</td>
</tr>
</tbody>
</table>

Please note that if we do not consider the accommodation as suitable for an Under-18 student, it will not be approved for you to live there. If you have signed a contract for the accommodation you will still be responsible for paying for the cost of the accommodation.

Completing the relevant lettered section:

<table>
<thead>
<tr>
<th>A University Accommodation (Halls)</th>
<th>Once you have applied for accommodation the University of Liverpool Accommodation Office will send you an email to confirm your application. Please include a copy of this email with this form. Without confirmation that you have applied for University of Liverpool Accommodation we will not be able to complete checks.</th>
</tr>
</thead>
<tbody>
<tr>
<td>B Living with a Responsible Adult</td>
<td>Please complete all these details in full. We require full contact details (full address, phone number and email address) for the responsible adult. If this section is not fully completed we will not be able to complete checks.</td>
</tr>
<tr>
<td>C Other</td>
<td>If this is your choice, you must discuss this with the Social and Welfare Officer at the English Language Centre first.</td>
</tr>
</tbody>
</table>

Please give full details of the name of the accommodation provider (company name), the name and address of the accommodation and the phone number and email address for the provider.
Please note that if we do not consider accommodation as suitable for an Under-18 student, it will not be approved for you to live in.

Section 2 – Parent’s Signature

This must be completed in full by your parent. Signatures must be signed by hand (we are not able to accept a typed signature).

Please click here for Accommodation Arrangements Frequently Asked Questions.

4. Confirmation of Travel Arrangements (International Students Only)

Arrangements

Please tick which arrangements you will be making

Section 4 – Parent’s Signature

This must be completed in full by your parent. Signatures must be signed by hand (we are not able to accept a typed signature).

5. Checklist and Signatures

5.1. Student

This must be completed in full. Signatures must be signed by hand (we are not able to accept a typed signature).

5.2. Parent/Legal Guardian

This must be completed in full by your parent/legal guardian. Signatures must be signed by hand (we are not able to accept a typed signature).

5.3. Checklist

Please take the time to check that you have completed all sections in full and provided copies of information we have requested. Failing to do this may result in us having to request further information from you and delay us in processing this form and completing the checks.

The University needs to check and approve that the arrangements for Guardianship and Accommodation are appropriate for an Under-18 student, before your place can be confirmed.
Frequently Asked Questions
If you have a question which is not listed here, please get in touch with us: swt@liverpool.ac.uk.

Frequently Asked Questions: Completing the Form
Frequently Asked Questions: Guardianship
Frequently Asked Questions: Accommodation

Completing the form

I will turn 18 at the very start of term; does this still apply to me?
Yes. If you will be 17 when you move in to University Accommodation (Halls) and/or start your course even if it is for a matter of days or weeks, you must provide this information to us.

What do I do if I need to make a change on the form / if I made a mistake on the form?
If you need to make any changes, please complete the section of the form where you need to make a change. You must complete the section in full, including a parental signature, and then send to swt@liverpool.ac.uk.

I have not made all of the arrangements yet, what can I do?
We are not able to check your arrangements until we have the completed form from you. We would encourage you to make the requested arrangements as soon as possible and send us the completed form.

Does the form need to be signed?
Yes and we require the form to be signed by hand (we are not able to accept a typed signature).

I have sent you the information you have requested, why has my offer not been confirmed?
Your Under 18 form will need to be assessed by the Social and Welfare Officer at the English Language Centre. They attempt to complete the checking process as quickly as possible however the amount of time to complete the checks will vary and delays can be caused by incomplete information on the form and responses to us. If you have submitted all your qualification results to the ELC and your Under 18 form has been checked and approved, then your offer will be updated within 3 working days.

My Parents are away and cannot sign the form, what do I do?
Please contact us to let us know when they are away until and we can advise you.

You have returned the form to me saying it is incomplete, what can I do?
If we have returned the form to you, we will have highlighted the incomplete section. Please read the Notes for Completion for that section to complete the form with the required information and resend to us.

I am an Agent, can I complete this on the parent's behalf?
No. We require the form to be signed and authorised by the adult who has legal responsibility for the applicant.

Guardianship Arrangements

What is a UK-Based Guardian?
A UK-based Guardian is a reliable person who lives in the UK, is approved by your parent and who can fulfil the following duties: meet with you during your first week in the UK; arrange additional meetings with you twice each term; be in regular email and telephone contact with your parents; be available 24 hours a day in case of an emergency; have sufficient standard of English to be able to communicate with relevant agencies on behalf of the student; be able to meet these responsibilities until your 18th birthday.

Does the UK-based parent/guardian have to be in Liverpool?
If you are not living with them, they do not need to live in Liverpool however we expect a UK-based Guardian to meet with you during your first week in the UK, to arrange additional meetings twice each term and to be available 24 hours in case of an emergency.
My UK-based Parent/UK-Based Guardian travels a lot on business, is that ok?
UK-based Guardians need to be able to meet with you during your first week in the UK, to arrange additional meetings twice each term and to be available 24 hours in case of an emergency therefore if they are regularly out of the UK, they may not be a suitable choice.

I do not know anyone in the UK to act as a UK-Based Guardian, what can I do?
If you do not have a UK-based Guardian you can use a guardianship company to provide you with a guardian in the UK. We recommend that you enrol with an AEGIS registered UK Guardianship Company (AEGIS http://www.aegisuk.net/).

You have asked me for another Guardian but I do not know anyone else in the UK
If you do not have a UK-based Guardian you can use a guardianship company to provide you with a guardian in the UK. We recommend that you enrol with an AEGIS registered UK Guardianship Company (AEGIS http://www.aegisuk.net/).

What is a Guardianship agency / company?
A Guardianship agency/company is an organisation which can provide you with a guardian in the UK if you do not know someone who can fulfil these duties. We recommend that you enrol with an AEGIS registered UK Guardianship Company (AEGIS http://www.aegisuk.net/). The University is unable to take responsibility for the standard of care provided by external guardianship agencies. Parents must satisfy themselves that the services provided by the agency will meet their child’s needs.

How much does Guardianship cost?
This will vary between the companies. You can find more information on the AEGIS website: http://www.aegisuk.net/

Can you recommend a Guardianship agency/company?
The University is not able to recommend particular companies and the University is unable to take responsibility for the standard of care provided by external guardianship agencies. Parents must satisfy themselves that the services provided by the agency will meet their child’s needs.

I will be 18 soon after arriving, do I still need a UK-Based Parent/UK-Based Guardian?
Yes. If you will be 17 when you move in to University Accommodation (Halls) and/or start your course even if it is for a matter of days or weeks, you must have a UK-based parent/guardian.
Accommodation Arrangements

I am nearly 18 so can I live anywhere?
If you are aged 17 at the start of your course, even if it is for a matter of days or weeks, you can choose to live in University-owned accommodation (Halls) OR with a responsible adult who is well-established in the UK and who is known to them.

What is private accommodation?
This is accommodation for students which is not owned or operated by the University, for example: large purpose-built shared student accommodation.

What are Halls?
‘Halls’ is the word we use for our student accommodation. You can find out more about University owned Accommodation (Halls) on the web: www.liverpool.ac.uk/accommodation

Do I have to live in University Accommodation?
No. Students who are aged 17 at the start of their course can choose to live in University-owned halls of residence OR with a responsible adult who is well-established in the UK and who is known to them.

Can I live with my UK-based Guardian / Parent / family member?
You can choose to live with a responsible adult. Any responsible adult should be known to you, and be well-established in the UK. There are certain responsibilities we expect a responsible adult to meet.

Can I move to private accommodation once I turn 18?
Once you turn 18 you are able to move to private accommodation. You should ensure that this will not break any existing contract or tenancy agreement.

Why do I need to discuss other accommodation arrangements with you?
We take our responsibilities to students under 18 seriously and an important part of this is ensuring that appropriate accommodation arrangements are in place for you. You need to discuss any other arrangements with us to help us ensure you will be in appropriate accommodation.

Can my parent come and stay with me until I turn 18?
It is not possible to arrange this within the University accommodation. You may wish to live with your parent in private accommodation until you turn 18. However, we would advise you check this with your accommodation provider.

If I plan to live with a responsible adult, do they need to live in Liverpool?
It is advisable they are in Liverpool / Merseyside as you will be travelling in for your studies each day.

If you have a question which is not listed here, please get in touch with us: swt@liverpool.ac.uk.