



UCFB*

Admission of Students Under the Age of 18 Policy

Owner:	Head of Admissions
Author:	Head of Admissions
Version Number:	2.0
Approval Date:	19 th September 2024
Approved By:	Academic Board
Date of Commencement:	19 th September 2024
Date of Last Review:	August 2024
Date for Next Review:	August 2025

*UCFB is a trading name of University Campus of Football Business Limited

1. Purpose and Scope of the Policy

1.1. Purpose

- 1.1.1. To set out the policy and procedure for the admission and enrolment of applicants under the age of 18 years.
- 1.1.2. In England, young people become adults on their 18th birthday.
- 1.1.3. Admission of such applicants therefore requires additional consideration in order that the UCFB can ensure that it fulfils its obligations and meets any additional needs in relation to support and wellbeing.

1.2. Scope

- 1.2.1. This Policy applies to all applicants under the age of 18 years and their parents/legal guardians.

2. Policy Statement

2.1. Introduction

- 2.1.1. At UCFB an applicant's suitability for study is assessed on their academic ability and potential to succeed.
- 2.1.2. UCFB does not discriminate on any grounds, including age, against any applicant who has met the institution's entry requirements for a course of study.
- 2.1.3. However, UCFB is an adult environment; all students are expected to act as adults and to assume adult level of responsibility.
- 2.1.4. Students are expected to have the necessary skills to study independently alongside people from a wide variety of ages and backgrounds.
- 2.1.5. Places are offered on the understanding that, where relevant, students under the age of 18 years will be able to adapt to living away from home and manage the practicalities that this involves.
- 2.1.6. UCFB treats all students as independent, mature individuals and students who are under the age of 18 years will be treated in the same way.

2.2. Parental Responsibility

- 2.2.1. UCFB is not able to take on the usual rights, responsibilities and authority that parents have in relation to a child, and it will not act in loco parentis in relation to students who are under the age of 18 years.
- 2.2.2. Parent / legal guardians and applicants who are under the age of 18 years should:
 - Understand that any adjustments made for a student under the age of 18 years, are made in the best interests of the

student. UCFB aims to provide a commensurate, if not identical, study experience for students under 18 years of age.

- Understand that UCFB does not provide parents/legal guardians or other persons with information relating to a student's progress unless the disclosure is required under the Data Protection Act or the student has provided their express and written permission to do so.
- Be aware that on admission, applicants will be entering into an adult environment by studying at UCFB and will be treated as an adult. This includes access to materials intended for persons over the age of 18.
- Understand the level of maturity required to operate within an adult educational environment.
- Understand it is illegal in the UK for alcohol to be sold to or bought by students who are under the age of 18 years. UCFB will take reasonable steps to seek to ensure that the law is not broken in relation to licensed premises under the institution's control but cannot undertake to supervise any individual student.
- Be aware that the applicant should have express permission from their parents/legal guardian to study at UCFB.
- Be aware that parents/legal guardians will be committing to providing support for the applicant.
- Meet the institution's general Terms of Admittance by providing parent/legal guardian contact details (i.e. a local-based responsible adult such as a family member or friend) who the university can contact in case of an emergency.
- Understand that parent(s) (or legal guardian as appropriate) are responsible for the debts of any student under the age of 18 years, or agreed whilst the student is under the age of 18 years.
- Understand that UCFB does not provide parents/legal guardians or other persons with information relating to a student's progress unless the disclosure is required under the Data Protection Act, or the student has provided their express and written permission to do so.

2.2.3. Applicants who are under the age of 18 but do not have a parent or legal guardian based in the UK are required to inform UCFB of a UK-based guardian. The UK-based guardian will be their point of contact in the UK should an emergency situation arise. This guardian can be a nominated relative or friend living in the UK. Alternatively, a guardian can be appointed through an organisation offering legal guardianship services, such as the Association of Educational Guardians for International Students (AEGIS) who inspect guardians to ensure they meet the required standards.

2.3. Admitting applicants who are under 18 years of age

- 2.3.1. Applicants must declare their date of birth on their application for study whether made directly to UCFB or via a centralised admissions system such as UCAS.
- 2.3.2. The application will be processed in the normal way and a decision on academic suitability made without consideration of the age of the applicant (except where a professional body requirement precludes this).
- 2.3.3. UCFB will ensure restrictions on the age of entry are included in the published course information pages online. Applicants should also ensure they check the course information prior to making an application to study at this institution.
- 2.3.4. If an offer of a place (either conditional or unconditional) is to be made and the applicant will be 17 years of age on entry, the following will apply:
 - A formal offer will be communicated in the normal way.
 - The applicant will be requested by the Admissions Team to provide an authorised Parental Consent Form (see Appendix 1) from a parent / legal guardian as well as confirmation of their local guardian details.
 - UCFB reserves the right to independently verify the information contained within these undertakings and consents prior to permitting enrolment.
- 2.3.5. Enrolment will not be permitted until these documents have been received.
- 2.3.6. If the applicant is, or will be, academically qualified for the course by the requested point of entry but will be under 17 years of age on entry, the following will apply:
 - A formal offer will not be made until the applicant's maturity and readiness to enter an adult environment has been assessed. A completed Parental Consent Form will be requested, and an assessment will be made by the Head of Admissions, or nominee, who will consult with appropriate colleagues e.g., academic and support staff, where relevant.
 - An assessment may include, but is not limited to, supporting statements and references from Schools / Colleges and/or interview with the applicant and a parent / legal guardian.
 - If the Head of Admissions, or nominee, is satisfied that the applicant has the level of maturity and understanding required to enter an adult environment, a formal offer will be made.
 - UCFB reserves the right to independently verify the information contained within the Parental Consent Form prior to permitting enrolment.

- 2.3.7. Enrolment will not be permitted until a satisfactory Parental Consent Form has been received.
- 2.3.8. If the Head of Admissions, or nominee, is not satisfied that the applicant has the level of maturity and understanding required to enter an adult environment the application will be considered unsuccessful.
- 2.3.9. At the discretion of the Head of Admissions, or nominee, the applicant may be offered a deferred place for the chosen course of study. Any deferral will be for a point at which the Head of Admissions feels the applicant will have the required maturity whilst under the age of 18 years.
- 2.3.10. Once an applicant reaches the age of 18 years, they will be considered an adult and therefore this policy will no longer apply.

2.4. International applicants

- 2.4.1. International applications are welcomed for all UCFB Distance Learning and Distance Learning (with attendance) courses.
- 2.4.2. UCFB is unable to accept applications for courses delivered at its Manchester and Wembley campuses from individuals who require a Student Visa to study in the UK.
- 2.4.3. The institution will consider applications to study at its Manchester and Wembley campuses from individuals holding UK immigration documentation that demonstrates the right to study in the UK without a Student Visa.

2.5. Enrolling applicants who are under 18 years of age

- 2.5.1. If an applicant is considered academically qualified for a course and is also considered to understand the level of maturity required to enter an adult environment, and has provided parental/legal guardian consent, they will be permitted to enrol at UCFB,
- 2.5.2. At the point of enrolment, the Head of Admissions (or nominee) will notify the relevant Dean, the Head of Student Support, the Head of Student Administration and the Designated Safeguarding Lead that a student under the age of 18 years will be joining a course in their area of responsibility.

2.6. Further considerations

- 2.6.1. UCFB is committed to providing a safe environment for young people under 18 years of age who may be present on campus or engaged in University activities.
- 2.6.2. UCFB will respond to any concerns that a student under 18 years of age is experiencing or at risk of abuse or neglect in accordance with the institution's [Safeguarding Under 18s and Adults at Risk Policy](#).

- 2.6.3. UCFB accommodation is not available to students under the age of 18 years. However, on turning 18, a student can apply for accommodation so long as they meet the eligibility criteria.

3. Related Policies and Procedures

3.1. Internal Policies

3.1.1. This Policy/Regulation relates to the following institutional regulations, policies or procedures:

- [Safeguarding Under 18s and Adults at Risk Policy University](#)
- UEL's Terms and Conditions of Admittance
- [UEL's Admission of Students Under the Age of 18 Policy](#)
- [UEL's Manual of General Regulations](#)

3.2. Definitions

Parent: lawful mother or father of a person (can include an adoptive parent).

Guardian: a person who is legally responsible for the care of someone who is unable to legally manage their own affairs, especially a child or young person under 18.

UK Guardian: a nominated guardian based in the UK who is prepared to take on the role of guardian for a student aged under 18.

4. Appendix

[Parental Consent Form](#)