



## Students Under 18 years of age Policy

### 1 Introduction

- 1.1 This policy sets out how NTC will meet its “enhanced duty of care” obligation to students who have not reached the age of 18 on 1<sup>st</sup> September at the year of entry to their course of studies at NTC.
- 1.2 Under English law, students under the age of 18 are legally considered to be “minors”. In this policy, the term “Minor” will refer to such applicants and/or students.
- 1.3 NTC will not act in loco parentis (i.e. in the place of a parent) in relation to Minors.

### 2 Application Process

- 2.1 All applications are considered on their individual merits. NTC is committed to equal opportunities in its admissions process.
- 2.2 If an applicant successfully passes the admissions process and they will be a Minor when their course starts, NTC will complete an age-related risk assessment. NTC recognises that a Minor is likely to have different needs in relation to their support and wellbeing. The age-related risk assessment may therefore include matters relating to the content and delivery of the course of studies, student support and accommodation.
- 2.3 If the age-related risk assessment is satisfactory, NTC will issue an offer letter, subject to the terms of Clauses 3.2 and 3.3 below.
- 2.4 If the age-related risk assessment identifies any specific concerns, these will be discussed with the applicant with the aim of finding a solution which either removes the risk or manages the risk in an acceptable manner.
- 2.5 There may be a rare occasion where the risk cannot be managed satisfactorily and NTC cannot ensure its enhanced duty of care obligation. In this situation, NTC will write to the applicant to explain the reasons for the application being unsuccessful.

### 3 Offer letter (contract) to study at NTC

- 3.1 Generally, in English Law, a Minor cannot enter into a contract.
- 3.2 Before an offer letter can be issued to a Minor, NTC requires a parent or guardian to act as guarantors and to honour all obligations under any contract with NTC that the applicant enters into prior to their 18<sup>th</sup> birthday.
- 3.3 An applicant must therefore provide NTC with the contact details of their parent or guardian. NTC will then contact the nominated person(s) and ask them to complete and return a Parental Consent Form (see Appendix 1). Without receipt of this completed and signed form, NTC cannot continue the application process.
- 3.4 On receipt of the Parental Consent Form, NTC shall issue an offer letter. In keeping with the Admissions Policy, the offer letter may have conditions of acceptance which must be met before the student can register on the course.
- 3.5 Once the Minor reaches the age of 18, personal liability for any contract shall transfer from the parent or guardian to the student.

#### 4 Visas

- 4.1 Specific visa requirements apply to any international students who are under 18 years of age. Please refer to the UK Visas and Immigration Website <https://www.gov.uk/browse/visas-immigration/student-visas> for the latest guidelines

#### 5 Parent/Guardian not resident in the UK

- 5.1 If a Minor's parent(s) or guardian(s) are not resident in the UK, then NTC may require a UK-based guardian to be appointed.
- 5.2 This information will be provided by the parent(s) / guardian(s) as part of the Parental Consent form.

#### 6 Accommodation on NTC campus

- 6.1 All accommodation available on campus is single room and en-suite. The Common room and kitchen are shared areas.
- 6.2 If a Minor applies for accommodation on campus, they and their parent/guardian should be aware that students of all ages and from a variety of countries and backgrounds could be in residence at the same time.
- 6.3 If a Minor is under the age of 16 on 1 September at the year of entry, they are not eligible to apply for on site accommodation until they reach 16 years of age.
- 6.4 The Warden shall have a Disclosure and Barring Service (DBS) check.
- 6.5 NTC does not carry out DBS checks on students unless it is a requirement for their placement as part of their course.
- 6.6 NTC does not carry out DBS checks on contractors or employees who, from time to time, may need to access the accommodation buildings.
- 6.7 NTC has a robust Safeguarding Policy and process in place and also requires all employees and students to complete training to raise awareness of and help prevent Harassment.

#### 7 Definitions

- 7.1 Nazarene Theological College ("NTC", "the College")
- 7.2 An applicant or student under the age of 18 ("Minor")

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APPENDIX 1

PARENTAL CONSENT FORM FOR A STUDENT UNDER 18 YEARS OF AGE

Name of Student	
Student date of birth	
Name of Parent or Guardian	
Address in UK	
Mobile or landline number	
Email address	
Relationship to student	
Signature of Parent or Guardian	

In signing this form, I understand and accept the following conditions:

- NTC does not accept parental responsibility for any student at the College.
- NTC cannot release information relating to them, either academic or personal, without them giving NTC express consent for this.
- By virtue of this form, I agree that I have made reasonable enquiries into the contents of the course that they are undertaking and I consent to the activities that they will be undertaking as a necessary part of their studies.
- By virtue of this form, I accept liability for their debts to NTC and I will enter into a legally binding guarantee if requested by NTC.
- By virtue of this form, I consent to NTC acting on medical advice in the best interests of them to authorise emergency medical treatment if it is not possible to contact a parent or an appointed guardian.

As Parent / Guardian, do you live in the UK? Yes / No

If No, please appoint someone as a UK Guardian and ask them to read and sign this form

Name of Appointed Guardian	
Address in UK	
Mobile or landline number	
Signature of Appointed Guardian	

Please return the completed form to [admissions@nazarene.ac.uk](mailto:admissions@nazarene.ac.uk)

Return of this form is a condition of offer for students who will be under 18 on entry to NTC.