



Information for parent(s)/carer(s)

You will be aware that your child has applied for a programme of study at Nottingham Trent University. Our records indicate that s/he will be less than eighteen years of age at the predicted enrolment date for the programme of study.

Nottingham Trent University is committed to safeguarding and promoting the welfare of all students studying at the institution but take additional steps in relation to those who are under 18 years of age who are considered children in English law. Because of this commitment, we feel that it is important to inform you of a number of points in relation to your child's time at university prior to becoming eighteen.

Please read this information carefully, before completing and returning the parental agreement statement at the end of this document. We do need to receive parental consent before admitting any student who is under the age of eighteen at enrolment.

Safeguards and support in place

Universities are generally safe and happy places where most students enjoy their time and have a trouble-free university career. Nottingham Trent University has a number of provisions in place to support and safeguard the welfare of students, and in particular students under the age of eighteen. These provisions include:

- [Safeguarding children policies and best practice.](#)
- NSPCC trained Designated Child Protection Officer who can offer support and guidance in relation to the safeguarding of students under the age of eighteen.
- Appropriate recruitment policies and procedures for staff involved in working with students under the age of eighteen.
- Tutors who can offer support and advice assigned specifically to students under the age of eighteen.
- A dedicated Health and Safety Department who work to ensure that the university is a safe environment for all students.
- 24-hour security of all campuses, including CCTV cameras, electronic entry systems, restricted access areas and dedicated security staff.
- Student support for a wide range of areas including International Student Support, Faith Support, Counselling, Disability Support, Mental Health Support, Funding and Money Advice and access to affiliated health centres. [See our Student Support Services pages](#) for more information.

Wherever possible, we encourage the parents/carers of students under the age of eighteen to visit the university in person, so that you can see all its facilities.



Parental responsibility

Unlike schools and colleges, the law does not require universities to act in loco parentis whilst your child is studying with us. This means that the University will not act in any parental capacity towards your child.

Learning in an adult environment

Universities are primarily designated as adult learning environments. As a result, we believe it is important that you are aware of keyways in which the University may differ from other learning environments such as schools and colleges.

Vetting of University staff

The University follows government guidance in relation to the recruitment and vetting of staff who routinely work with under-eighteen-year-old students within the university. This includes the undertaking of Disclosure Barring Service (DBS) checks as appropriate. However, as you can imagine, with an academic and support staff of over 3,500 we are focusing these checks on roles with the highest levels of engagement with under eighteens. You therefore need to be aware that your child will have dealings with staff or contractors who have not been DBS checked.

Please be reassured that we undertake a range of other recruitment practices to ensure that staff are suitable to work in Higher Education and this should not be a cause for concern. This is standard practice across all Higher Education Institutions.

Accommodation

Students who will be under the age of eighteen at the start of their course must secure their accommodation through NTU Student Accommodation Services unless they planning to live off campus with friends, family, guardians, or private accommodation. Security, safety, and general well-being are of the utmost importance to the University, for this reason, the accommodation allocated to students under the age of eighteen will be chosen to include safety provisions such as external CCTV cameras, electronic entry systems, intercoms, and proximity to 24/7 staff.

Home students

Where possible, home students will be allocated to University Halls of Residence. Each hall is overseen by live-in Wardens who provide pastoral and welfare support and address any behavioral concerns. Students under the age of eighteen are assigned an Accommodation Student Support Officer, who will check on their basic welfare once a week. Students are expected to engage with this Officer, and any lack of engagement will be reported to their Guardian.

International students

International students under the age of eighteen will be housed in Kaplan accommodation or similar private housing providers that specialise in



accommodating students under eighteen. Once an accommodation application is submitted through NTU, the provider will share details about the enhanced support services available. Students are required to engage daily with the accommodation staff for welfare checks. More information about [University-allocated accommodation](#) is available on our website. If your child is planning to live in any other accommodation include friends, family, guardians or private accommodation, then Accommodation Services will need to be notified. Accommodation Services need to understand that the student has a safe accommodation arranged before an applicant is able to enrol.

Leisure time and holiday periods

The University is not responsible for students' welfare during their leisure time or holiday periods, except when they are participating in activities explicitly organised by Nottingham Trent University.

Computer use regulations

When your child enrolls at the University, they will be given a user account to access the University's online resources. This account includes a personal email address, free internet access, and use of over 2,000 computer workstations. The University's computer network is subject to specific regulations, which are communicated to all students during enrollment. It may be helpful to inform your child that the University reserves the right to monitor all electronic communications sent and received through its networks, and students are required to comply with these computer usage rules at all times.

Programme of study content

The content of your child's chosen course may include appropriate themes, discussions, or materials that could be considered adult in nature. For students under the age of eighteen enrolled in such programs, the Course Leaders or Deans are informed of their presence and will make appropriate adjustments to comply with any legal requirements related to age. By accepting a place on the course, your child acknowledges these considerations, and you agree to their engagement with such material as an integral part of their studies.

Provision of information to parents and carers

Under UK Data Protection law, we cannot share information about the academic performance or progress of students aged 16 or 17 with parents or carers without the student's explicit consent. However, there are limited circumstances in which we may contact you if it is deemed to be in the vital interests of your child and/or Nottingham Trent University. Such situations may include, but are not limited to:

- Serious concerns about your child's safety or welfare
- Your child being subject to serious disciplinary action

Please note that we will seek your child's consent to contact you in cases like those



mentioned above. During the admission and enrolment process, your child will be informed about the student code of conduct for studying at Nottingham Trent University, as well as the expected standards of behaviour for living in university-allocated accommodation (if applicable).

International students under the age of eighteen

All international students under the age of 18 must provide the details of a UK-based guardian who can be contacted in case of an emergency. This guardian may be a nominated friend or relative residing in the UK, or a professional guardian appointed through a guardianship organization offering such services.

The Association for the Education and Guardianship of International Students (AEGIS) (www.aegisuk.net) operates a program for inspecting and accrediting guardianship organisations in the UK. Parents or carers of international students under 18 are encouraged to visit the AEGIS website for information on recommended guardianship organisations.

Please note that Nottingham Trent University provides this information solely for reference purposes. We do not recommend or endorse any guardianship organizations listed by AEGIS. International students subject to UK immigration control should contact the University's International Student Support Service for the latest guidance on visa regulations for students under 18.

International Student Support Service Email: int.support@ntu.ac.uk Telephone: +44 (0) 115 848 2631

Parental consent

Finally, we need to ensure that any potential students who apply for a place on a university programme and will be under eighteen years of age at the start of the programme, have the permission of their parent/carer to attend that programme. **Please complete and return the attached form, confirming your permission and providing us with your preferred means of emergency contact.**



TO BE COMPLETED BY PARENTS/GUARDIANS OR CARERS

Nottingham Trent University requires that students who will be under the age of eighteen at the time of enrolment at the University, must have the permission of their parent(s)/guardian(s) or carer to apply for and attend the programme of study.

Please provide the information below and ensure that you sign and date the form before returning it to us with the attached documents.

- I / we understand that Nottingham Trent University cannot act in loco parentis (in place of a parent) at any stage of attendance on the programme of study, either on or off campus.
- I / we have read the guidance provided by Nottingham Trent University and understand that the University is primarily an adult learning environment.

I / we hereby give permission for: _____ (name of applicant)
Date of Birth _____ to apply for and attend Nottingham Trent University, starting in _____ (month/year):

I would like the University to communicate with me using the contact details listed below should an emergency situation arise:

Parent 1/Guardian/Carer name: _____
 Relationship to student: _____
 Telephone: _____
 Mobile: _____
 Email: _____
 Contact Address: _____

I would like the university to communicate with the nominated contact below in an emergency situation, when I cannot be contacted. I consent to this individual acting *in loco parentis* in such a situation.

PLEASE NOTE: NON-UK BASED STUDENTS MUST PROVIDE A NOMINATED UK BASED EMERGENCY CONTACT.

Nominated contact name: _____
 Relationship to student: _____
 Telephone: _____
 Mobile: _____
 Email: _____
 Contact Address: _____

Signature of Parent 1/Guardian/
 Carer: _____
 Date: _____



IF YOUR CHILD IS TRAVELLING FROM OVERSEAS OR ON A STUDENT ROUTE VISA PLEASE ALSO COMPLETE THE ADDITIONAL INFORMATION BELOW

I / we consent to:

- Living and care arrangements in the UK
- Travel to, and reception arrangements in the UK.

I / we have **attached a copy of the applicant's birth certificate or other legal document** which confirms my legal obligation and responsibility for the applicant.

If you are a sole parent/guardian/carer, please confirm you have sole legal responsibility by ticking this box.

If you are not a sole parent/guradian/carer, please provide the below details:

Parent 2/Guardian/
Carer name: _____
Relationship to student: _____
Telephone: _____
Mobile: _____
Email: _____
Contact Address: _____

Signature of Parent 2/Guardian/
Carer: _____
Date: _____

Please return this completed form to the Admissions team via:
ntuimportantinformation@ntu.ac.uk