

Accommodation Consent Form and Declaration: Participants under 18 Years Old

Nottingham Trent University runs a programme of short courses in summer each year that are open to members of the public.

As an optional part of the course, participants are offered bookable accommodation in the University's Halls of Residence for guests **aged 16 years old and above** (you must be aged 18 or over to make a booking).

If you're **aged 16 or 17** then you can stay unaccompanied with agreement from a parent/guardian by completing this form and declaration.

To support safeguarding, all guests aged 16 and 17 will be accommodated together in the same halls of residence.

The reception and security team are available 24 hours, and there will be a dedicated supervisor outside of class times (guests will be provided with a mobile number for the supervisor during their stay).

The accommodation is provided and operated on a standard commercial basis.

Whilst the Hall Managers will carry out routine checks on the safety and welfare of participants under the age of 18, the University does not undertake to provide residential support and supervision beyond that provided as standard.

It is a condition of booking the summer accommodation that participants aged under 18, and their parents / guardians, **both** confirm their understanding of, and agreement to these arrangements, by completing the consent form and declarations below.

Your consent form should be returned to the Short Course Team at: creativeshortcourses@ntu.ac.uk

This consent form must be received at least one week before your check-in date, or you may not be able to check-in.

Code of Conduct

NTU staff are committed to supporting young people through NTU Summer Schools and promise to treat students with respect and do all they can to ensure they are successful.

Consequently, we expect delegates to demonstrate a high level of commitment and enthusiasm to ensure they make full use of the benefits and opportunities on offer.

Purpose of the Code

Nottingham Trent University ("the University") endeavours to create an atmosphere of mutual trust, harmony and respect.

Good standards of conduct are necessary for the benefit of all members of NTU Summer School, current students and for the University's reputation.

This Code of Behaviour ("the Code") sets out the standards of behaviour expected of all delegates at NTU.

Standards of Behaviour

Delegates are expected:

- to be considerate and respectful to the needs of students, staff and visitors to the University
- to respect the University's property and that of others
- to comply with reasonable requests or instructions from members of University staff
- to produce NTU ID cards for identification purposes when requested to do so by University staff
- to inform NTU staff when unable to attend events or activities
- not to engage in any conduct which puts at risk the safety or well-being of others
- not to engage in any other anti-social behaviour, including causing excessive noise
- not to possess or use, on University premises any illegal substances or offensive weapons (including replica weapons)
- to comply with all the standard terms and conditions applicable to participants.
- to conduct themselves at all times in a reasonable and responsible manner
- not to engage (or attempt to engage) in any activity from which, by virtue of their age, they are prohibited by law.

Breach of the Code

Any behaviour which fails to meet the University's stated expectations (above) in respect of student behaviour, or which damages the University, or its reputation can be considered a breach of this Code.

A breach of the Code will be dealt with by the NTU Short Course Team and Accommodation Team, and in serious incidents of misconduct; delegates may be withdrawn from NTU Summer Schools and the accommodation.



Declaration by Participant Under 18 Years Olds and Attending a Short Course

'I understand and accept that, as a participant on the course, and as a customer of the summer accommodation service, I am required to comply with all the standard terms and conditions and code of conduct applicable to participants. I understand and accept that the University does not provide significantly enhanced residential support and supervision, and I undertake to conduct myself at all times in a reasonable and responsible manner. I undertake not to engage (or attempt to engage) in any activity from which, by virtue of my age, I am prohibited by law. I understand that if I breach the Code of Conduct, I will be withdrawn from NTU Summer Schools and the accommodation.'

Participant Declaration	
Participants Name:	
Address:	
Signature:	
Date:	
Short Course Title:	
Date of Short Course:	
Are you undertaking this course and residential activity as part of your Duke of Edinburgh Gold Award?	Yes / No DofE ID Number:
Do you have a disability or require any additional support during the course or during your stay in accommodation?	Yes / No Support Requirements:

Declaration and Undertakings by Parent / Guardian

'I am the Parent / Guardian of the participant named above. I have read, understood, and accept the residential supervision arrangements for participants under the age of 18, set out and described above. I also make the following undertakings:

- In the event that the participant fails to pay any amount due to the University in connection with their participation on the course, I undertake to pay any and all such amounts upon demand from the University.
- I undertake to ensure, as far as is reasonably possible, that the participant complies with and fulfils and of their obligations under the terms and conditions applicable to the course.
- I understand that if the participant breaches the Code of Conduct, they will be withdrawn from NTU Summer Schools and the accommodation and I will be contacted to collect them.

Parent / Guardian Declaration	
Name:	
Address:	
Signature:	
Date:	

Emergency Contact Details

Please provide two separate contact details in case of an emergency:

Emergency Contact	Relationship to Participant	Contact Telephone Number
Name:		
Name:		