**UNIVERSITY OF ST ANDREWS**

**Young Student Information Sheet and Authorisation Form**

**Information for Students Under 18**

Attending university can be a significant life event for all students but more so for those aged under the age of 18 (young students). This page contains information for young students and their parents or guardians.

The University of St Andrews is an adult environment and as such treats all its students as independent, mature individuals regardless of age. Students are expected to have the necessary skills to live and study independently, alongside people from a wide variety of backgrounds.

The University is not able to take on the rights, responsibilities, and authority that parents/guardians have in relation to a child and will not act *in loco parentis* in relation to students who are under the age of 18 years.

Although in Scotland full legal capacity starts from the age of 16, the Protection of Vulnerable Groups (Scotland) Act 2007, which sets out a duty of care for children and vulnerable adults, applies to all students under the age of 18.

**Student Support**

Students aged 16 at the point of enrolment will be contacted by a Wellbeing Adviser from Student Services with details of the full range of support services available at the University. The Wellbeing Adviser is a key point of contact should the young student need advice and support as they settle into their studies. <https://www.st-andrews.ac.uk/students/support/>

Thereafter, and as for all other students, young students will be given the opportunity to participate in orientation and induction activities for their academic school and the University more broadly. <https://www.st-andrews.ac.uk/orientation/>

**Accommodation**

Under-18s may enter into leases for accommodation during their study at the University. It is at the discretion of the student and/or their guardian whether they wish to apply to be in a University hall of residence or in private accommodation. Please note that in Scots law a person over 16 is deemed to have the capacity to enter into a contract and therefore once an accommodation contract is accepted it is legally binding.

Places in University residences are offered on the understanding that the student will be responsible for themselves in all practical matters and will be able to adapt to living away from home. Under-18s choosing to live in a University Hall of Residence will be expected to live as an independent adult. The University will not undertake any enhanced supervision of under-18s over and above what is provided to all students living in our halls of residence.

Each University hall of residence has a Wardennial team providing pastoral care, advice on student life, and community building events and activities.   
<https://www.st-andrews.ac.uk/study/accommodation>

**Field Trips and Excursions**

Field trips and excursions may require or offered as part of some academic courses or as part of the Halls Life social programme. The University is unable to take any additional responsibility for a student who is under the age of 18 in relation to these activities. Unless indicated otherwise, by signing the consent form parents or guardians give consent for the student to participate in these activities on that basis.

**Fees**

The parent/guardian guarantees fulfilment of any obligation the student has to the University to pay it for fees or other sums, including fees for studying at the University or residing at our halls of residence and in accordance with the terms of the relevant contract.

Generally, the University shall deem students who are 16-17 years old competent to understand all aspects of the normal University processes and regulations and shall not as a matter of routine contact a parent/guardian concerning any matter. However, the University will take action to recover debts from the parent/guardian if a student under 18 fails to pay them and will reveal relevant details to the parent/guardian if necessary to recover these debts.

**Data Protection**

Where consent is required, young students are considered to be capable of consenting to the processing of their personal data and parental consent will not be sought.

**Student Responsibilities**

There are a number of prohibited behaviours that relate to students who are under the age of 18. It is the responsibility of the student to identify themselves as a minor when appropriate and to follow all instructions issued to them concerning our premises. Failure to abide by these rules may be treated as a breach of regulations and dealt with accordingly.

It is illegal for alcohol and/or tobacco to be sold to or bought by students who are under the age of 18 years. The University will seek to ensure these laws are not broken on its premises but is not responsible for ensuring these laws are adhered to by individual students.

The Students’ Association is responsible for ensuring that appropriate arrangements are in place for its own licenced premises and for complying with any restrictions on the sale or supply of alcohol to students who are under the age of 18.

Young students must not access, or attempt to access, any content aimed at those aged 18 or over while using the University’s IT or Library facilities.

Young students are prohibited from holding any office in the University where Scots law provides that the position must be held by someone aged 18 years or over.

**Information for Parents and Guardians**

We treat all students as independent individuals and it is our policy that we deal with students and not with parents, guardians or other third parties in all matters relating to their studies with us. Students can consent to the university sharing information with parents, guardians or third parties on an as needed basis.

<https://www.st-andrews.ac.uk/orientation/information-parents-guardians/>

**Emergency Contacts**

The University must be supplied with emergency contact details of someone we can contact in the event of a medical or other emergency. It is the responsibility of the student to keep these details up to date. If the student’s parents/guardians are overseas, the student must name a guardian in the UK to act for them if necessary. The named person cannot be a member of staff of the University of St Andrews.

**Helpful Contacts and Links**

Registering with a doctor: <https://www.st-andrews.ac.uk/orientation/orientation-essentials/doctor/>

Visas and international student advice <https://www.st-andrews.ac.uk/study/support/international-students/moving-to-uk/visas/>

Opening a Bank Account <https://www.st-andrews.ac.uk/orientation/once-you-arrive/bank-account/>

**All students who are under 18 must supply the information requested in Appendix A: –**

**Annex to the Young Student Policy, 16- 18 - student authorisation form**

**If you require a Student Route Visa and are under 18 at the time of arrival in the UK you must also complete Appendix B:- Student Authorisation Form – Student**

Please complete and hand sign the relevant form(s) below and return via email to [myapplication@st-andrews.ac.uk](mailto:myapplication@st-andrews.ac.uk).

**APPENDIX \_A**

**Annex to the Young Student Policy**

**16- 18 - student authorisation form**

**Please note we will not enrol a Young Student onto a programme of study at the University of St Andrews until we have received this form duly signed.**

|  |  |  |
| --- | --- | --- |
| Student’s name: |  | |
| Date of Birth: |  | |
| Student ID No. |  | |
| Programme of Study |  | |
| Parent/Guardian’s Name |  | |
| Parent/Guardian’s address: |  | |
| Parent/Guardian’s home telephone number: |  | |
| Parent/Guardian’s mobile telephone number: |  | |
| Parent/Guardian’s Name |  | |
| Parent/Guardian’s address: |  | |
| Parent/Guardian’s home telephone number: |  | |
| Parent/Guardian’s mobile telephone number: |  | |
| Nominated contact details if parents/guardians do not live in the UK. | | |
| Name: | Contact details: | |
| I have read the details of this form and its preceding list of conditions. I understand them and I consent to the outlined conditions therein. | | |
| Parent/guardian’s signature: | | Date: |
| Print Name: | |  |
| Parent/guardian’s signature: | | Date: |
| Print Name: | |  |
| Student’s signature: | | Date: |
| Print Name: | |  |

**APPENDIX B  
Student Authorisation Form – Student Visa Holders**

* Under Section 55 of the Borders, Citizenship and Immigration Act 2009, the Home Office must have regard to the need to safeguard children and to promote their welfare. All children studying in the UK must have suitable care arrangements in place for their travel, reception on arrival in the UK and living arrangements while here. Children are all students under 18 years old.
* If you are 16 or 17 years old and applying as a student who requires a Student Visa, you must travel to St Andrews University with your parent(s) or legal guardian(s). If you are travelling independently the University will make arrangements to collect you from your arrival point in Scotland and transport you to your University accommodation.
* You also need to provide evidence of your relationship with your parent(s)/legal guardian(s) (e.g. Birth Certificate, Adoption Certificate, or certificate of guardianship).
* Your parent(s) or legal guardian(s) must provide proof of signature e.g. passport, driving licence.

**Please note we will not be able to provide a CAS number to a Young Student until we have received the requested documentation and this form duly signed.**

|  |  |  |
| --- | --- | --- |
| Student’s Name: |  | |
| Date of Birth: |  | |
| Student ID No. |  | |
| Will you be travelling to St Andrews with a parent or guardian? | Yes/No | |
| Name of parent(s) or guardian(s) you will be travelling with |  | |
| I have read the details of this form and its preceding list of conditions. I understand them and I consent to the outlined conditions therein. | | |
| Parent/guardian’s signature: | | Date: |
| Print Name: | |  |
| Parent/guardian’s signature: | | Date: |
| Print Name: | |  |
| Student’s signature: | | Date: |
| Print Name: | |  |