

1 General Statement

- 1.1 This policy intends to clarify the procedures that will apply if the University of Reading receives an application from an individual who will be under 18 when they start their course.
- 1.2 The University is committed to ensuring that all admission decisions are fair, transparent and conducted according to our published policiesⁱ, procedures and relevant legislation in force at the date of the decision.
- 1.3 Any decision to make an offer of admission will be based on the applicant's academic suitability

applicant defer their application until they meet the age requirement. Details on deferred entry can be found in the Admissions Policyⁱⁱⁱ. Alternatively, the University may recommend a change of course. The University may refuse admittance to a programme if the applicant does not meet such requirements.

4 Procedure

- 4.1 Any decision to make an offer to an underage applicant will be communicated by email and, where applicable, electronically via UCAS. The University communication will also include the condition that a Parental Consent form is completed.
- 4.2 Where the applicant is a minor and an offer of admission is made he or she will need to ensure that the Parental Consent form is signed by one of his/her parents within 7 days. If, having considered the statements on the online form parents do not wish the student to participate in activities that any student is normally expected to undertake, they must inform the University before the student accepts Reading's offer of a place. In this instance, the University may decide to amend the offer so that a place is offered for deferred entry, or the University may make the applicant an offer on an alternative course, or may withdraw the offer. An under 18-year-old student will not be permitted to enrol at the University without having submitted a completed and signed Parental Consent form.
- 4.3 If an alternative course offer is made and accepted, consideration for change of course back to the original choice will only be considered if the applicant meets the entry requirements, and will not be automatically offered a place.

5 Contracts

- 5.1 A person of 16 or 17 years has the status to enter into necessary contracts for education and accommodation but until their 18th birthday will not be legally competent to enter into all legal contracts. An applicant under the age of 18 will be able to apply, register personally with The University of Reading, and enter into a legal contract

10 Data Protection

- 10.1 The University collects and retains certain types of data, in various formats, about its applicants, current and past students in order that it can fulfil its functions as an education provider.
- 10.2 The University is required by legislation to comply with the provisions of the General Data Protection Regulation (2016) and all applicable Data Protection Laws. Details of the University's Data Protection policy and its Student Privacy Notice for students are published on our website^{viii}.
- 10.3 All applicant information will be treated in the strictest confidence and will not be disclosed to family, friends or any third party without the applicant's explicit consent, unless disclosure is permitted under the provisions of one of the Acts.

11 Support and Information

- 11.1 Support and further information for applicants under 18 years old and their parents can be obtained from the Admissions Office on ugadmissions@enquiries.reading.ac.uk

Before your child's place at the University of Reading can be confirmed, you will need to sign the Parental Consent Form (A). If you are not over 18 and do not live in the UK you will also need to get a UK resident to act as your son's/daughter's guardian and they will need to sign form B.

Signing the Parental Consent Form means that you:

- Understand that if your child is or 16 or 17-year-old Tier 4 (General) student they have the legal right to live independently in the UK, and so may make their own arrangements for accommodation. By signing this form you have given your consent as a parent for them to do this, and to travel to the UK (if they are applying from overseas).
- You are confirming:
 - o The relationship between you and them as their parent(s) or legal guardian(s);
 - o That as their parent(s) or legal guardian(s) you have given their consent to the application;
 - o That as their parent(s) or legal guardian(s) you have given their consent to them living independently in the UK; and
 - o That as their parent(s) or legal guardian(s) you have given their consent to their independent travel to the UK.
- Understand and accept that the University of Reading does not accept parental responsibility for your son/ daughter. However, The University of Reading (the University) is not responsible for the actions of its students while they are away from the University.

Your full postal address	
Your telephone number	
Your email address	
I confirm that I am over 18 and live in the UK and will be classed as the applicants UK Guardian If you do not live in the UK you will need a UK resident to act as your son's/daughter's guardian and they will need to complete part B	
I declare that I have read and accept the above conditions Signature and date	

This form should be completed by a person over the age of 18 who is willing to act as a UK Guardian for your child if you do not live in the UK

UK Guardian's full name (and name of

