

Minor Consent Form: Parental/Guardian Agreement

Dear Parent /Guardian

Your child has recently been offered a place to study at Oxford Brookes University and we look forward to welcoming them.

In England, children do not legally become an adult until their 18th birthday. As your child will be under the age of 18 at the beginning of their studies, this document explains some of the measures that we take to ensure that your child has the best chance to succeed with us in a safe and welcoming environment. The University is committed to ensuring a safe environment for all its students and to supporting their welfare. Although the University is an adult environment where students are encouraged to be independent, the University recognises that for students who are under 18, this means putting in place a range of personal and academic support and safeguards. The University will not however assume parental rights, duties, and obligations for students who are under 18 (often referred to as acting in loco parentis).

Please sign and return a copy of the attached “Under 18s – As Form” as soon as possible to confirm that you understand and agree to its contents. This is not a condition of your child’s offer but the University does refuse the right to admit your child if we are not satisfied that appropriate support arrangements have been made.

If you have any questions, please email admissions@brookes.ac.uk

Age Requirements for Entry

To ensure a safe and supportive environment, the University has a minimum entry age of 17. Depending on your child's intake, they must meet the following criteria:

- September Entry: Must be 17 by 1st September.
- January Entry: Must be 17 by 1st January.
- Summer Entry: Must be 17 by 1st May.

If your child does not meet the minimum age requirement for their chosen intake, please contact Admissions to discuss deferring their entry to the next available start date.

Adult Environment

Parents and guardians of under 18 year olds coming to study at Oxford Brookes University should remember that the University is an adult environment. Some academic programmes may therefore contain adult themes or topics.

Your child will have the opportunity to take part in social and cultural activities planned by the University during their studies. These activities may involve travel away from the University campus.

In signing the form below, **you agree** to your child taking part in such activities, but please be aware that the University reserves the right to refuse participation in an activity if it considers, through its risk assessment, that participation is not appropriate.

While at the University, your child will be subject to English law and to the rules and regulations of the University. Please be aware that the majority of our students are over 18, and that certain laws, such as those concerning the purchase of alcohol, tobacco, e-Cigarettes or fireworks apply differently to those who are under 18.

Your child will have access to the University computer network and will be subject to the University's General Conditions of Use of Computing and Network Facilities which explains the appropriate and lawful use of computer facilities ([IT Acceptable Use Policy](#))

Travel and Insurance

It is your and your child's responsibility to arrange travel to and from the University and any ancillary travel arrangements to return home or to a guardian.

You are **strongly recommended** to take out appropriate insurance cover for your child, which may include some or all of the following:

- Personal accident or injury
- Personal belongings, including delayed or lost luggage
- Travel – cancellation, delay or missed departure
- Medical insurance if your child is not covered by the NHS
- Personal liability

For students on visas, there is information on our [Health and Insurance](#) pages about whether they are eligible for medical cover under the NHS.

Communicating with you

The University is subject to UK data protection legislation which means that the University is not permitted to share information about its students with third parties without that student's consent. This includes giving information to parents without their child's consent, even where the student is under 18. We will however seek to inform you if the University has reasonable concerns about their whereabouts, wellbeing or behaviour or that the risks posed warrant sharing this information with you.

Please note therefore that parents do not have a right to receive any other information about their child, including that related to academic performance, without that child's specific written consent.

For students under 18 years of age who require a visa to study in the UK:

Accommodation: We require any student who is under 18 at the start of their course to live either in University owned or managed accommodation or, in exceptional circumstances and to the University's satisfaction, with a responsible adult who is well established in the UK.

Guardians in the UK: The University does not act *in loco parentis* for its students. This means that the University does not take on the legal role and responsibilities of the parent. Parents and guardians remain fully responsible for the welfare of their child until they are 18 years old.

Therefore, parents and guardians of international students who are under 18 are **required** to either confirm that they are content for their child to live independently within the UK or appoint a legal guardian in the UK for their child.

Please provide us with full contact details of any appointed guardian on the form below. Please also inform us if those details change at any time. The University reserves the right to withdraw the offer of a place at any time if it is not satisfied that guardianship arrangements provide a sufficient level of care.

Visas: Under UK Immigration Rules, the University is required to take and keep a copy of your child's immigration documents (passport and visa). The University must also tell UK Visas & Immigration (UKVI) if your child fails to comply with any of their [visa responsibilities](#).

Please complete the Minor Consent Form below and return as soon as possible and return to admissions@brookes.ac.uk

Yours sincerely,

Robert Hodgson
Head of Admissions

Under 18s – Minor Consent Form

Section 1: Personal Details of the Child

Q1. Application ID/UCAS Personal ID: _____

Q2. Child's first name(s): _____

Q3. Child's surname(s): _____

Q4. Course Name: _____

Q4.1 Year of Entry: _____

Q5. Date Of Birth: _____

Q5.1 Minimum Age Verification: Please confirm your child meets the minimum age of 17 by the required date (select one) and provide the age (in years and months):

September Entry: Child is 17 on or before 1st September. Age on 01 September 2026: _____Y_____M

January Entry: Child is 17 on or before 1st January. Age on 01 January 2027: _____Y_____M

Summer Entry: Child is 17 on or before 1st May. Age on 01 May 2027: _____Y_____M

Note: Evidence of age (Birth Certificate or Passport) must be attached to this form.

If your child will be arriving from outside of the UK or requires a visa to study in the UK please complete section 2.

If your child is resident in the UK and does **not** need a visa to study in the UK please proceed to section 3.

Section 2: Arrangements for students from outside of the UK requiring a visa

Q6. I/We give permission for:

- the child to submit their visa application;
- the child to travel to the UK; and
- the child to live independently in the UK.

Select (circle or highlight):

- Yes
- No

Q7(a). I/We confirm that, upon the child's arrival in the UK, the following suitable reception arrangements have been organised:

Select

- **Our child will travel alone to the UK and travel alone to Oxford Brookes.**
- **A family member will meet the child at the airport or the railway station**
- **Other – complete 7b**

Q7(b). If you answered "Other" to Q7(a), provide further details:

Q8(a). I/We confirm that, upon the child's arrival in the UK, the following suitable transport arrangements have been organised:

Select (circle or highlight):

- **A family member will take a taxi from the airport or train station to Oxford Brookes University**
- **The child will take a taxi from the airport or train station to Oxford Brookes University**
- **The child will take a coach from the airport or train station to Oxford Brookes University**
- **Other – please go to Q8(b)**

Q8(b). If you answered "Other" to Q8(a), please provide further details:

Q9. I/We confirm that, upon the child's arrival in the UK, and during their studies, the following suitable accommodation arrangements have been organised:

Select

- **The child will live with a family member and/or an appointed legal guardian**
- **The child will live independently in an Oxford Brookes University approved hall of residence**

Q10. If the child will live with a family member or appointed legal guardian, please provide the following details:

Name: _____

UK Address: _____

UK Telephone Number: _____

Email Address: _____

Relationship to child: _____

Q11. Please provide the details of the UK emergency contact and the relationship to the student:

Name: _____

UK Address: _____

UK Telephone Number: _____

Email Address: _____

Relationship to child: _____

Q12. Between the time your child starts the course and the time they turn 18, please detail your child's plans for any holiday periods. This may include the Christmas, Easter and summer holidays. If they will remain in the UK, please detail where they will live.

Q13. During any holiday periods, will the UK emergency contact details be the same as in Q11. If not, please provide the additional contact details.

- Same as Q11.
- Different to Q11.

Name: _____

UK Address: _____

UK Telephone Number: _____

Email Address: _____

Relationship to child: _____

Section 3: Declaration and Signatures

By submitting this form you are confirming the following:

I have read and understood the Parent/Guardian Agreement and agree to its contents, including:

- While at the University, my child will be subject to UK law and the University's rules.
- The University does not operate in loco parentis and I (or an agreed legal guardian as notified to you above) assumes fully legal responsibility for my child.
- I may be liable for my child's debts to the University, such as tuition fees and accommodation fees.
- My child may attend University activities without my specific consent and my child must notify the University of any medical conditions.
- The University must have my child's consent before disclosing any information to me and so I do not have an automatic right to receive reports on my child's progress.
- The University may pass my contact details to any hospital where my child has been admitted so that it can contact me directly regarding my child's condition.

I/We confirm that I/we are the parent(s)/ legal guardian(s) of the student.

Parent/Legal Guardian 1. (Typed signature, signed signature or electronic signature are accepted)

Full name: _____

Relationship to the child: _____

Email address: _____

Contact telephone number including country code: _____

Signature: _____

Date (DD/MM/YYYY): _____

Parent/Legal Guardian 2. (Typed signature, signed signature or electronic signature are accepted)

Full name: _____

Relationship to the child: _____

Email address: _____

Contact telephone number including country code: _____

Signature: _____

Date (DD/MM/YYYY): _____

Please note that both parents need to sign this form. Where one parent has sole legal responsibility for the child, evidence of this must be provided e.g. death certificate or legal evidence of sole parental responsibility.

Please enclose the Birth Certificate when returning this form. Without the Birth Certificate, the form is incomplete.

Once you have completed this form, please save it and then email it to:
admissions@brookes.ac.uk with the following documents:

- Evidence that you are the child's legal guardian e.g. birth certificate
- Where there is only one signature in section 3, evidence of sole legal responsibility

Please use the following email subject: Minor Consent Form 2026/2027