

Notes for Completion and Frequently Asked Questions

Parental Consent, Accommodation and Guardianship Arrangements for Under 18s Form

Academic Year 2024-2025

Please read this guidance carefully and use it to help you complete the online '2024-25 Parental Consent, Accommodation and Guardianship Arrangements for Under 18s Form' found online [here](#).

Introduction

The University admits students on the basis of individual merit and does not discriminate on grounds of age. The University takes its responsibilities to students who are under the age of 18 very seriously. If an applicant will not have reached the age of 18 by the time they are due to travel to the UK to start their programme of study at the University, as part of our duty of care to protect such students, we will contact their parent(s) or legal guardian(s) to seek their consent for the applicant to start the programme. In contacting the applicant's parents, the University will outline a number of matters of which they need to be aware of before signing the form.

This guidance aims to help you and your parent (and agent, if applicable) provide the information we need to consider whether the arrangements for accommodation are appropriate and that there is a UK-based parent or UK-based guardian. Where we refer to parent, we are referring to the parent or legal guardian of the applicant – the adult who has legal responsibility for you.

The University needs to check and approve that the arrangements for guardianship and accommodation you have given on the form are appropriate for an Under-18 student, before the place on your course can be confirmed and, if you require a visa to study, the CAS is issued.

How to complete the form

- The form has five sections which must all be completed in full.
- The form must be completed online.
- When you have completed the form, this will automatically be emailed to us.
- You can use the table below to click through to the guidance for each section of the form.

Section
1 - Parental Consent
2 - Declaration of Guardianship Arrangements
3 - Declaration of Accommodation Arrangements
4 - Confirmation of Travel Arrangements (International Students only)
5 - Checklist and Signatures
Frequently Asked Questions: Completing the Form
Frequently Asked Questions: Guardianship
Frequently Asked Questions: Accommodation

1. Page 1 - Parental Consent

Applicant Information

Applicant Name	Please enter your 'First name' and 'Last name' as it appears in your passport.
UCAS personal ID number	If you have applied through UCAS, you will find this ten digit number when you make a UCAS application – displayed in 123-456-7890 format. If you are not applying through UCAS you can write 'None'.
University of Liverpool Student ID number	Please enter your University of Liverpool Student ID number. You can find this on your offer letter and it should start with a number '2'
Title of programme/course	Please write the full name of the course you have applied for. This will be listed on your offer letter.
Date of Birth	Please enter your date of birth (day – month – year)
Age on starting at the University of Liverpool	UK students: Please give your age on the date that your course officially starts. International and EU students: Please give your age on <u>16th September 2024</u> . We use the 16 th September 2024 because welcome week this year will start on Monday, 16 th September 2024 and we encourage all international students to attend welcome week. If you will already be in the UK then please state that this. If your programme starts earlier than 16 th September 2024 please also give your course start date.

Parent Details

Name	Please write the 'First name' and 'Last name' as it appears in your parents' passport.
Relationship to student	Please give the relationship to student, for example: Mother, Father, legal guardian.
Telephone Number(s)	Please include the country code if it is not a UK number, e.g. +86.
Email Address	Please give a full valid email address.

Parental Consent – Permission to Attend

You must select the 'I Consent' box and provide the 'Date of Consent'. Once the application is submitted a copy of the form will be sent to your parent using the email address provided for them.

2. Page 2 - Declaration of Guardianship Arrangements

I have a UK-Based Parent	<p>You should complete this section if you will be living with your parent or legal guardian when in the UK. Your legal guardian is different to your UK-based guardian. Please give their 'First name' and their 'Last name' as they appear in their passport.</p> <p>You will then be asked to give the 'Relationship to you (student)'. Please give the relationship to you, for example: Mother, Father, legal guardian.</p> <p>You will also then need to provide the 'Parent's UK Home number', the 'Parent's UK Mobile number' and the 'Parent's email address'.</p> <p>You will then be asked to confirm your 'UK address where you will live with your parent(s) until you turn 18'.</p>
I have a UK-Based Guardian	If the parent chooses to appoint a UK-based guardian, the University will contact them directly to confirm their understanding of

	<p>the role of UK-based guardian. The University may withdraw the offer of a place at any time if we are not satisfied that guardianship arrangements provide a sufficient level of care for the student.</p> <p>A suitable UK based Guardian could be a family member or close family friend, for example, who is well established in the UK and MUST be over the age of 18 AND MUST have a minimum of two years' experience of living and working in the UK as an adult (since they turned 18 years old).</p> <p>A UK-based Guardian must fulfil the following criteria:</p> <ul style="list-style-type: none"> • To meet with you during your first week in the UK • To arrange additional meetings twice each term • To be in regular email and telephone contact with your parents • To be available 24 hours in case of an emergency • To be approved by your parent or guardian • To have the contact details of your Homestay provider (where applicable) • To have a sufficient standard of English to be able to communicate with relevant agencies on behalf of the student if required • To be able to meet these responsibilities until your 18th birthday <p>If you have a UK-based Guardian, give their 'First name' and their 'Last name' as they appear in their passport.</p> <p>You will then be asked to give the 'Relationship to you (student)'. Please give the relationship to you, for example: Mother, Father, legal guardian.</p> <p>You will also then need to provide the 'Guardian's Date of Birth' and the 'Guardian's UK Address'. You will then be asked 'Is the Guardian a UK resident?' and 'How long has the guardian lived in the UK?' and 'How long has the guardian known you, the applicant'</p> <p>Finally, you will need to provide the 'Guardian's UK Home Telephone number', the 'Guardian's UK Mobile Telephone number' and the 'Guardian's email address'.</p> <p>You must make sure to give accurate and up to date contact information for your UK-based guardian as we will then contact them to confirm that they understand what is expected of them. If their contact details are not up to date then this will delay your application and if they fail to respond your application will be delayed or withdrawn.</p>
<p>I am using a guardianship company</p>	<p>If you do not have a UK-based parent or guardian, you must use an AEGIS Gold Standard Accredited Guardianship Organisation to provide you with a Guardian in the UK.</p> <p>We require the guardianship company to fulfil the same criteria as a UK-based guardian. If the agency requires you to choose a specific package or level of cover, please ensure it fulfils the criteria we require.</p>

	<p>Please ensure that your guardianship company agreement is valid until at least your 18th birthday.</p> <p>You must provide us with the 'Name of guardianship company/organisation' that you will use and they MUST be one that is an AEGIS Gold Standard Accredited Guardianship Organisation. You must also provide us with the 'Guardianship company address', 'Guardianship company telephone number' and the 'Guardianship company email address'. You can find all of their contact details on the company website or on the agreement/invoice from them once you book.</p> <p>You MUST then upload evidence of your application to them or your contract. We will not accept a guardianship company who is not an AEGIS Gold Standard Accredited Guardianship Company and the agreement MUST last until at least your 18th birthday. Finally, you must confirm that 'The package/level of cover arranged with the guardianship organisation meets the criteria listed' on the form.</p>
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Please [click here for Guardianship Arrangements Frequently Asked Questions](#).

3. Page 3 - Declaration of Accommodation Arrangements

<p>Choosing your Accommodation Type</p>	<p>Please tick the accommodation type you have chosen from one of the 4 listed below:</p> <p>Students who are aged 17 on 16th September 2024 (or at the start of their programme or course if this is earlier than 16th September 2024) can choose to live in University-owned halls of residence OR with a responsible adult who is well-established in the UK and who is known to them OR in a small number of accredited private accommodation providers.</p> <p>Students who are aged 16 on 16th September 2024 (or at the start of their programme or course if this is earlier than 16th September 2024) MUST live with a responsible adult who is known to them, and who is well-established in the UK OR with a British Council accredited Homestay accommodation provider. You can book one of these through 'Hosts International'.</p> <p><u>University of Liverpool Accommodation (Halls)</u> We encourage under 18 applicants to live in University of Liverpool Accommodation (Halls). If you stay in University accommodation, most other students there will be at least 18 years old. As you are under 18, your accommodation will be guaranteed if you meet the terms of your offer for Liverpool. Following results day, you will be sent an offer of accommodation and at that point will be required to pay a booking fee.</p> <p>By living in our accommodation you will be part of a brilliant community of students, all of whom are studying at the University of Liverpool. All halls are well-maintained, safe and comfortable – and you will be renting from the University who places your wellbeing and academic success first.</p> <p>You can find out more about University Accommodation (Halls) on their website which has detailed information about each Hall, living</p>
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	<p>in University accommodation and How to Apply for University Accommodation.</p> <p><u>Living with a Responsible Adult</u> We expect any responsible adult to provide the following level of care:</p> <ul style="list-style-type: none"> • The responsible adult MUST be over the age of 18 and MUST have lived in the UK as an adult (aged 18 themselves) for at least two years. • The responsible adult MUST ALWAYS be present overnight when the student is in the home. • The responsible adult MUST NOT accommodate any person(s) over the age of 18 who is not related either to them or the student, for the duration of the student's residence. • The responsible adult MUST take reasonable care that the student does not engage in any activity which is dangerous or illegal and MUST undertake to inform your UK based guardian if he or she suspects this is happening. <p>We will contact the nominated responsible adult to check that they understand their responsibilities above. If we are not satisfied these expectations can be met this accommodation option will not be approved.</p> <p><u>One of the following accredited private accommodation providers</u> If you choose not to live in University-owned Accommodation (Halls) you <u>must</u> only book one of the accredited private accommodation providers listed on page 3 of the online form and on page 6 below. You MUST NOT sign any tenancy agreement or contract with any other private accommodation provider other than those in our list of accredited providers. If you do sign a contract with any other provider then please note that this will not be approved and you will most likely still be responsible for paying for the cost of the accommodation.</p> <p><u>Homestay Accommodation (if aged 16)</u> Before booking with a Homestay provider, you <u>must</u> ensure that they are approved by the British Council using the Hosts International website.</p> <p>You MUST NOT sign a contract with a Homestay provider who is not accredited with the British Council. If you do sign a contract with any other Homestay provider then please note that this will not be approved and you will most likely still be responsible for paying for the cost of your booking.</p>
<p>University of Liverpool Accommodation (Halls)</p>	<p>Once you have applied for accommodation the University of Liverpool Accommodation Office will send you an email to confirm your application. The subject of this email is "Application for Accommodation".</p> <p>You will be asked to select 'Yes' to confirm that 'I have applied for University of Liverpool Accommodation (Halls)'. Then you MUST upload a copy of your accommodation application acknowledgement email from the University of Liverpool Accommodation Team.</p>

<p>Living with a Responsible Adult</p>	<p>If you have chosen to live with a responsible adult who can meet the responsibilities above, you must give their 'First name' and their 'Last name' as they appear in their passport.</p> <p>You will then be asked to explain the 'Relationship to you (student)'. Please give the relationship to you, for example: uncle, aunt, cousin, friend of parents.</p> <p>You will then be asked if your responsible adult is the same person who is your nominated UK based parent/guardian? They do not have to be the same person.</p> <p>You will then need to provide the responsible adult's 'Full address in Liverpool', the 'Responsible adult's telephone number' and the 'Responsible adult's email address'.</p> <p>Please make sure that the contact details of your responsible adult are correct as we will get in contact with them to confirm their suitability. If we cannot get in contact with your nominated responsible adult we will not be able to complete checks and your application will be rejected and your offer withdrawn.</p>
<p>One of the following accredited private accommodation providers</p>	<p>If you will not live in University accommodation and you cannot provide a suitable responsible adult to live with in Liverpool then you MUST choose one of the 7 accredited private accommodation providers listed on page 3 of the online form. You should select your chosen provider from the list and provide their 'Telephone number' and 'Email address'.</p> <p>Once booked, you must then upload either a copy of your accommodation application acknowledgement email OR your accommodation contract to the online form.</p> <p>Please note that if you do not select one of the private accommodation providers listed then your accommodation will not be accepted. If you do sign a contract with any other private accommodation provider then please note that this will not be approved and you will most likely still be responsible for paying for the cost of the accommodation.</p>
<p>Homestay Accommodation (if aged 16)</p>	<p>If you will be are aged 16 on 16th September 2024 (or at the start of your programme or course if this is earlier than 16th September 2024) and you cannot live with a responsible adult then you MUST book with a British Council accredited Homestay accommodation provider.</p> <p>You should select 'Yes' and MUST upload either a copy of your Homestay application acknowledgement email OR your Homestay contract to the online form. You should provide the 'Name', 'Address', 'Telephone number' and 'Email address'. Without confirmation that you have applied for Homestay Accommodation we will not be able to complete your accommodation check and your offer will be withdrawn.</p>

Please [click here for Accommodation Arrangements Frequently Asked Questions](#).

4. Page 4 - Confirmation of Travel Arrangements (International Students Only)

Are you a British national?	Please select ' Yes ' if you are a British national and already live in the UK. If you are not a British national select ' No ' and move on to the next question.
Are you currently residing in the UK?	If you are currently residing in the UK please ' Yes ' and then provide your ' UK Address '. If you currently live outside the UK select ' No ' and then move onto the next question.
Choosing your arrangements	International and European students must let us know how you will be travelling from your chosen UK airport to your accommodation on arrival to the UK. The University offers a Meet & Greet: Airport Transfer Service to international students arriving at Manchester Airport on specified days before the start of term; see their website for more information. If you plan to make use of this service then please select ' I wish to register to use the University's Meet & Greet Service '. If you will be met by a responsible adult who will take you to your accommodation then please select ' I will be met on arrival in the UK by my guardian or other responsible adult '.

5. Page 5 – Signatures

Student

You, as the student, must select the '**I confirm**' box and enter the date in the box below.

This is to confirm that all of the information you have given in your application is accurate and you will update us with any changes.

Parent/Legal Guardian

Your parent or legal guardian must also agree to the information provided in your form so you must select the '**I confirm**' box and enter the date in the box below. Your parent or legal guardian will then be contacted to confirm that they agree to the information in your application and that it is accurate. You must make sure that your parent/legal guardian's contact details are up to date or your application will be delayed.

Once you have completed the form, the University needs to check and approve that the arrangements for Guardianship and Accommodation are appropriate for an Under-18 student, before your place can be confirmed and, if you require a visa to study, the CAS is issued.

If you have a question which is not listed here, please get in touch with us: u18enq@liverpool.ac.uk.

If you are currently studying with the University of Liverpool International College (UoLIC) you can also contact Liverpoolkaplan@liverpool.ac.uk.

Completing the form

I will turn 18 at the very start of term; does this still apply to me?

Yes. If you will be 16 or 17 when you travel to the UK and move in to your UK accommodation either in University Accommodation (Halls) or one of the accredited private providers *even if it is for a matter of days or weeks*, you must provide this information to us.

What do I do if I need to make a change on the form / if I made a mistake on the form?

If you need to make any changes, please email u18eng@liverpool.ac.uk to explain your mistake/change giving your full name and student ID number.

I have not made all of the arrangements yet, what can I do?

We are not able to check your arrangements until we have the completed form from you. We would encourage you to make the requested arrangements as soon as possible and send us the completed form.

Does the form need to be signed?

As the form is online you must tick the consent box before you submit the form to us. The form cannot be submitted without consenting to the information being accurate.

I have sent you the information you have requested, why has my offer not been confirmed?

Your Under 18 form will need to be assessed by Student Services. Student Services attempt to complete the checking process as quickly as possible, however, the amount of time to complete the checks will vary and delays can be caused by incomplete information on the form and responses to us. Once you have submitted all your qualification results to the Admissions Team and your Under 18 form has been checked and approved, then your offer will be updated within 5 working days.

I have sent you the information you have requested, when will the CAS be issued?

Your Under 18 form will need to be assessed by Student Services. Student Services attempt to complete the checking process as quickly as possible, however, the amount of time to complete the checks will vary and delays can be caused by incomplete information on the form and responses to us. If you have submitted all your qualification results to the Admissions Team and your Under 18 form has been checked and approved, then your offer will be updated and your CAS will then be issued. Our Admissions Team will aim to do this within 5 working days of your offer being updated. Please note, the Admissions Team will only start to issue CAS statements from June 2024 at the earliest.

My Parents are away and cannot sign or consent to the form, what do I do?

Please contact us at u18eng@liverpool.ac.uk to let us know when they are away until and we can advise you further.

I am an Agent, can I complete this on the parent's behalf?

No. We require the form to be completed by the student and details provided, including contact details, for the parents who consent to the information in the application.

Guardianship Arrangements

What is a UK-Based Guardian?

A UK-based Guardian is a reliable adult who lives in the UK (and has done for a minimum of 2 years as an adult; since turning 18 themselves), is approved by your parent(s) and who can fulfil the following duties: meet with you during your first week in the UK; arrange additional meetings with you twice each term; be in regular email and telephone contact with your parents; be available 24 hours a day in case of an emergency; have the contact details of your Homestay provider where applicable; have sufficient standard of English to be able to communicate with relevant agencies on behalf of the student; be able to meet these responsibilities until your 18th birthday.

Does the UK-based parent/guardian have to be in Liverpool?

If you are not living with them, they do not need to live in Liverpool, however, we expect a UK-based Guardian to meet with you during your first week in the UK, to arrange additional meetings twice each term and to be available 24 hours in case of an emergency.

My UK-based Parent/UK-Based Guardian travels a lot on business, is that ok?

UK-based Guardians need to be able to meet with you during your first week in the UK, to arrange additional meetings twice each term and to be available 24 hours in case of an emergency, therefore, if they are regularly out of the UK, they may not be a suitable choice. You should consider another person.

I do not know anyone in the UK to act as a UK-Based Guardian, what can I do?

If you do not have a UK-based Guardian you MUST use a guardianship company to provide you with a guardian in the UK. You MUST choose an [AEGIS Gold-standard accredited UK Guardianship Company](#).

You have asked me for another Guardian but I do not know anyone else in the UK

If you do not have a UK-based Guardian you can use an [AEGIS Gold Standard Accredited Guardianship Organisation](#) to provide you with a guardian in the UK.

What is a Guardianship agency / company?

A Guardianship agency/company is an organisation which can provide you with a guardian in the UK if you do not know someone who can fulfil these duties. The University is unable to take responsibility for the standard of care provided by external guardianship agencies. Parents must satisfy themselves that the services provided by the agency will meet their child's needs.

How much does Guardianship cost?

This will vary between the companies. You can find more information on the AEGIS website: <http://www.aegisuk.net/>

What does 'package / level of cover' mean?

Some agencies will offer one standard guardianship arrangement and some may have two or more options offering different services. It is important that you and your parents make sure that the guardianship arrangements meet the criteria on page 2 of the online Accommodation and Guardianship form and set out on page 3 of these notes above.

Can you recommend a Guardianship agency/company?

The University is not able to recommend particular companies and the University is unable to take responsibility for the standard of care provided by external guardianship agencies. Parents must satisfy themselves that the services provided by the agency will meet their child's needs.

Accommodation Arrangements

I am nearly 18 so can I live anywhere?

No, if you are aged 17 on 16th September 2024 (or at the start of your programme or course if this is earlier than 16th September 2024), **even if it is for a matter of days or weeks before you turn 18**, you MUST still complete the 'Parental Consent, Accommodation and Guardianship Arrangements for Under 18s Form' and choose one of the options in the form until at least your 18th birthday.

What are Halls?

'Halls' is the word we use for our student accommodation. You can find out more about University owned Accommodation (Halls) [here](#).

What is private accommodation?

This is accommodation for students which is not owned or operated by the University, for example: large purpose-built shared student accommodation. They are sometimes called "Private Halls". You MUST only chose one of the ones listed on the form if you cannot stay in University of Liverpool owned accommodation or with a responsible adult.

Do I have to live in University Accommodation?

No, you do not have to. However, the majority of all new undergraduate students will live in University Accommodation. Students who are aged 17 at the start of their programme or course can choose to live in University-owned halls of residence OR with a responsible adult who is well-established in the UK and who is known to them OR with accredited private accommodation providers listed on the form.

Students who are 16 at the start of their programme cannot live in University accommodation (halls) and MUST live with a responsible adult who is known to them, and who is well-established in the UK OR with a [Homestay accommodation provider registered with the British Council](#).

Can I live with my UK-based Guardian / Parent / family member?

Yes, of course you can choose to live with a responsible adult. Any responsible adult MUST be known to you, and be well-established in the UK. There are certain responsibilities we expect a responsible adult to meet. These are set out on page 3 of the online form and on page 5 above.

Can I move to private accommodation once I turn 18?

Yes, once you turn 18 you can choose to live wherever you want as you are treated as an adult in the UK. However, all accommodation will have a contract / tenancy agreement for the academic year so it is unusual to change mid-year. The majority of new undergraduates live in University accommodation (Halls). However, if your accommodation provider allows this then there is nothing to stop you from moving accommodation provider after you turn 18 years of age; this is your choice.

Why do I need to discuss my accommodation arrangements with you?

We take our responsibilities to students under 18 very and an important part of this is ensuring that appropriate accommodation arrangements are in place for you. Therefore, you must choose University accommodation or one of our accredited accommodation providers to help us ensure you will be in appropriate accommodation where you will be kept safe and your wellbeing looked after.

What if I have problems or issues with my private accommodation provider?

You can contact [Liverpool Student Homes](#) for advice. Liverpool Student Homes is an organisation that gives advice and support to students seeking accommodation and living in the private sector. They also offer a free tenancy checking service.

Can I stay in a hotel until I turn 18 / I have found accommodation that I like / Can I wait until I get to Liverpool to find accommodation?

No, we require you to give us the details of your accommodation arrangements for the full academic year in advance so that we know that you will have adequate accommodation before we can confirm your offer of a place on a course at the University of Liverpool.

If I plan to live with a responsible adult, do they need to live in Liverpool?

It is advisable they are in Liverpool / Merseyside as you will be travelling in for your studies each day. However, if you have a responsible adult in the UK who plans to live just outside the Merseyside area we will need to contact them to make further checks. This will delay your application and will be considered on case by case basis.

What if I have any other questions about under 18 guardian and accommodation checks or about completing the application form?

If you are studying with the University of Liverpool International College (UoLIC) then you can contact Liverpoolkaplan@liverpool.ac.uk but if not please email u18eng@liverpool.ac.uk.