**APPENDIX 4**

**PARENT/LEGAL GUARDIAN CONSENT FORM FOR STUDENTS UNDER 18 AT COMMENCEMENT OF THEIR PROGRAMME OF STUDY**

*[INSTRUCTIONS FOR STAFF: This is a suggested list of notifications and consents that may be required from parents/guardians. Not all clauses may be appropriate for inclusion in all cases (although most will be) and alternative/additional ones may be required as a result of the risk assessment. Review all the highlighted text, amend the form as necessary and delete these instructions before sending the form.]*

**Instructions for parent(s)/legal guardian(s):**

Please read the terms of this consent form, provide the required details and sign to confirm your consent. The definitions of ‘parent’ and ‘sole parental responsibility’ are provided in the Glossary at the end of this form.

**Terms of consent**

1. I have read and understood the “Guidance for Applicants under 18 and their parent(s)/legal guardian” emailed to the Applicant on [date]. I understand and accept that the University of Leeds will not take parental responsibility for the Applicant.
2. I have read and understood the additional conditions attached to the offer (as set out in the ‘Notification of conditions identified following the risk assessment of Applicant’ document), identified as a result of the risk assessment carried out.
3. I consent to activities that the Applicant will undertake as part of their programme of study, including placements and field trips that are a recognised part of their programme. I am aware that the content of the programme they will be studying is tailored for adult learners.
4. I understand that the majority of staff at the University are not DBS checked.
5. I understand that the University does not control internet access in respect of age-restricted content.
6. I understand that, despite the Applicant being under 18, the University is not generally at liberty to release any information to me without express consent from the Applicant. I agree to be contacted at any time in relation to the welfare of the Applicant.
7. I consent to the University of Leeds taking photographs or videos of the Applicant, including by way of lecture capture. I agree that the University may use the photographs or videos for marketing/promotional/teaching purposes, including publication on the University’s website. I understand that the Applicant's consent in this regard is essential.  
   *If you do not agree to this term, you can opt out at the end of this consent form.*
8. In respect of contracts that require a person to be 18 or over to be legally binding, I will honour all obligations under contracts entered into by the Applicant with the University until the Applicant reaches 18. I will act as guarantor for accommodation fees incurred by the Applicant together with any other sums owed to the University by the Applicant until they reach the age of 18. I understand that the guarantee shall cease to have effect once the Applicant reaches 18.
9. I enclose a copy of a Guardianship Agreement including the UK contact details of the guardian appointed for the Applicant OR written confirmation that I do not consider such appointment necessary, together with emergency contact details. *[Include for international applicants only*.*]*
10. I authorise the Applicant to travel freely and on their own in the United Kingdom for the duration of their course of study at the University of Leeds. *[Include for international applicants only.]*
11. I accept that it is my responsibility to make arrangements for the Applicant’s accommodation and decide what is appropriate to protect the Applicant’s wellbeing. *[Include for* *under 16 applicants or any risk assessments that do not allow applicant to stay in Uni accommodation.]*
12. *[Insert any other specific consents required, as identified in risk assessment.]*

**Applicant details**

|  |  |
| --- | --- |
| Name of Applicant: |  |
| UCAS ID number: |  |

**Parent/legal guardian 1 details**

|  |  |
| --- | --- |
| Name of parent/legal guardian 1: |  |
| Address: |  |
| Home telephone: |  |
| Mobile: |  |
| Email: |  |
| Relationship to Applicant: |  |
| Evidence provided:  (*Please provide evidence of parental or legal guardian relationship.* *Evidence should be an official document issued by a government or a court that clearly demonstrates the relationship and confirms the names of the Applicant and parent/legal guardian 1, e.g. a birth certificate/a guardianship order. Where applicable, please also provide an official English translation of any documents.)* |  |

**Parent/legal guardian 2 details**

*If parent/legal guardian 1 is the sole surviving parent or has sole parental responsibility for the Applicant, please put N/A in the Name field and provide evidence of this.*

|  |  |
| --- | --- |
| Name of parent/legal guardian 2: |  |
| Address: |  |
| Home telephone: |  |
| Mobile: |  |
| Email: |  |
| Relationship to Applicant: |  |
| Evidence provided:  (*Please provide evidence of parental or legal guardian relationship.* *Evidence should be an official document issued by a government or a court that clearly demonstrates the relationship and confirms the names of the Applicant and parent/legal guardian 2, e.g. a birth certificate/a guardianship order. Where applicable, please also provide an official English translation of any documents.)* |  |

**Emergency contact details**

Please tick one or more of the following options:

* Parent/legal guardian 1
* Parent/legal guardian 2
* Appointed UK guardian, as confirmed in the Guardianship Agreement (for international applicants only)
* Other – please provide details:

|  |  |
| --- | --- |
| Name: |  |
| Address: |  |
| Home telephone: |  |
| Mobile: |  |
| Email: |  |
| Relationship to Applicant: |  |

**UK guardian details** *[Include this section for international applicants only]*

Please tick one of the following options:

* I confirm that I have arranged for the Applicant to be assigned a UK guardian, and have provided relevant documents and information to support this.
* I confirm that I do not consider a UK guardian necessary for the Applicant, and have provided emergency contact details in this form.

**Confirmation of consent**

**As the parent/legal guardian of the Applicant, I confirm that the details that I have provided are accurate and that I have read, have understood, and accept the terms within this consent form.**

|  |  |
| --- | --- |
| Signature of parent/legal guardian 1: |  |
| Date: |  |

|  |  |
| --- | --- |
| Signature of parent/legal guardian 2:  *(If parent/legal guardian 1 is the sole surviving parent or has sole parental responsibility for the Applicant, please put N/A.)* |  |
| Date: |  |

If you wish to opt out of consent term 7 (the University of Leeds taking photographs or videos of the Applicant), please tick this box: 🞎

**Glossary**

**1. Parent**

In accordance with [Immigration Rules (GOV.UK)](https://www.gov.uk/guidance/immigration-rules/immigration-rules-introduction):

‘“Parent” means:

(a) biological parent; and

(b) legal parent, including birth mother where the child is not genetically related, spouse or civil partner of the birth mother at the time of the child’s birth, and person with a parental order under section 54, or section 54A of the Human Fertilisation and Embryology Act 2008; and

(c) adoptive parent:

(i) who, when habitually resident outside the UK, adopted a child in accordance with a decision taken by the competent administrative authority or court in a country whose adoption orders are recognised by the UK; or

(ii) whose adopted child has been granted permission under Appendix Adoption, or Part 8 of these Rules, and, if applicable, the adoption has been formally completed in the UK.’

In accordance with [Appendix Children (GOV.UK)](https://www.gov.uk/government/publications/appendix-children-caseworker-guidance/appendix-children-accessible#sole_parental), ‘A step parent will only be included in the definition of parent if they are the legal or adoptive parent’.

**2. Sole parental responsibility**

In accordance with [Appendix Children (GOV.UK)](https://www.gov.uk/government/publications/appendix-children-caseworker-guidance/appendix-children-accessible#sole_parental):

‘Sole parental responsibility means that one parent is unknown or has abdicated or abandoned parental responsibility, and the other parent is exercising sole control in setting and providing the day-to-day direction and care for the child’s welfare.’