

Dear Parent / Guardian

Students who are not yet of adult age (18 years) on 6 September 2010

Your child has recently applied to study at City College Brighton and Hove. As she/he will be under the age of 18 when they arrive, there are some extra issues to think about.

Parents and guardians of under 18 year olds coming to study at City College Brighton and Hove should remember that the College is an adult environment.* In England, children do not legally become an adult until their 18th birthday. Parents and guardians remain responsible for the welfare of their child until they are 18 years old.

For international students under the age of 18 at City College Brighton and Hove, the College is **not** in *loco parentis*. (i.e. does **not** assume the legal rôle of the Parent). Therefore parents and guardians of under 18 year olds must appoint a legal guardian for their child in the UK (preferably someone that lives in or near to Brighton and Hove).

A guardian should be capable of **giving consent on your behalf** for any activity that your child may wish to carry out and of **making necessary decisions on your behalf**, including decisions concerning medical treatment. This is known as 'the delegation of parental responsibility' under section 2 (9) of the Children Act 1989.

As your child is under 18 and considering studying at City College Brighton and Hove, it is your responsibility to:

- ◆ Appoint a local guardian for your child who understands the legal responsibilities of being a guardian and provide full contact details to the College (see enclosed form), including copies of written agreements between you and the guardian.
- ◆ Agree that while at the College, your child will be subject to English (not UK) law and the College's rules.
- ◆ Agree that you are liable for your child's debts to the College, such as tuition fees and accommodation fees.
- ◆ Know that, under the Data Protection Act, parents do **not** have automatic rights to receive reports on their child's progress, including examination results. The College must have the consent of the student before giving out their data.
- ◆ Sign the enclosed consent form to confirm that you have read and agree to the above points.

To comply with the College requirements you have three possible options. You might wish to:

1. Find a guardian independently of the College and provide us with a copy of the agreement in place.
2. Contact the Association for the Education and Guardianship of International Students (AEGIS) (www.aegisuk.net) to choose a suitable accredited agency. Please see enclosed information sheet.
3. Contact Sutherland Education Ltd, a founder member of AEGIS with several years' experience in the field and which has been described by OFSTED/ISI inspectors as 'an exemplar of the very best practice' (website address www.sutherland-education.com, e-mail address contact@sutherland-education.com). However, while the College believes that this is a very creditable agency with which some of its staff have experience, the College is unable to recommend any one agency as being the one you should choose. I must emphasise that it is your responsibility to satisfy yourself that this guardianship agency will meet your needs.

I am looking forward to welcoming your child to our College and hope that their move to the United Kingdom is a successful one.

Yours faithfully

Susan de Jesus
International Welfare Advisor
Tel. +44 (0)1273 667788
Fax. +44 (0)1273 667721
E-mail. sdj@ccb.ac.uk

*The College does not accept students who are under 16 years old on induction day of the year of entry.

Please fill in, sign and return this form to:
International Office
City College Brighton and Hove

Pelham Tower, Pelham Street
Brighton BN1 4FA. UK.

Child's Name:

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Parent's Name:

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Guardian's Name:

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Guardian's Contact details:

Address:

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Telephone Number:

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Email:

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I have enclosed:

- A copy of a written agreement with the guardian

I understand and agree that:

- While at the College, my child will be subject to UK law and the College's rules
- I am liable for my child's debts to the College, such as tuition fees and accommodation fees
- Under the Data Protection Act, I do not have automatic rights to receive reports on my child's progress, including examination results. The College must have the consent of the student before giving out their data.

I have read and understood the enclosed letter 'Students who are not yet of adult age (18 years) on 31st August 2006'.

Signed:

Date: