

Information Sheet for Parents of Underage Students

It is important that you read this information sheet if you have a child who will be under the age of 18 at the time of starting a course at a Kaplan International Pathways college in the UK. We hope that it will address concerns and queries you may have as it is based on the questions that other parents and guardians of our youngest students have raised.

Why does Kaplan International Pathways have special arrangements for students who are Under 18?

Under the law of England and Wales anyone under the age of 18 is considered to be a minor (a child). In Scotland also some legal restrictions apply to students who are under 18, but not to students who are older.

While we all work hard at Kaplan International Pathways to give all of our students the most positive study experience they can have, we have an additional duty to safeguard and promote the welfare of under 18s in the UK. While we cannot take the place of these students' parents, we monitor them more closely than other students, and also require that they have a UK guardian with whom we can co-ordinate when necessary.

What will my child's UK guardian do?

A UK guardian for a student who is under 18 will be the person:

- whom we contact in case of an emergency (e.g. if your child has an accident)
- whom we contact if we have any serious concerns about your child's welfare or health, attendance or punctuality, progress or motivation, or any proposed change to their study plans
- who is able to provide assistance to your child if they are ill and need looking after on a daily basis.

Whom should I appoint as a guardian?

From experience we know that the most effective guardians are those who:

- are mature and positive role models
- are able to make important decisions which may affect your child, and provide appropriate guidance to them
- can be available to provide support when needed and liaise as required with you, the study centre and the accommodation provider
- are based in a location which is reasonably close to the study centre, ideally living in the town or city where your child is studying
- can communicate well in English
- are already known to your child
- make initial contact and assist your child to settle into their new location
- make regular contact and check in with your child

Please note that all guardians must be over the age of 21 and must be based full-time in the UK (not frequent visitors).

If the nominated Guardian does not meet the expected requirements, responsibilities and obligations to fulfil the Guardian role, KI Pathways reserves the right to engage the services of a professional educational guardian to ensure these are met. Any additional fees that are incurred will be charged to the student's parent.

What if I don't know anyone in the UK who could be a guardian?

There are agencies in the UK who can provide a guardian for your child for a fee. Kaplan International Pathways works in partnership with **Sable International Guardians**, an AEGIS accredited service provider, who offers a bespoke service to Kaplan students. For further information please contact pathways@kaplan.com

We recommend that you use an agency which has been accredited by AEGIS. More information about AEGIS accredited guardianship agencies can be found at: www.aegisuk.net

Does my son or daughter need a guardian if they will be living with relatives in the UK?

If your child will be living with family members while studying in the UK, you can appoint one of these relatives to be your child's guardian.

If your child will be living full-time with one of more of his/her parents, there is no need to appoint a guardian.

We have been asked to complete an Underage Consent Form for students who are under 18. Why is this necessary?

We ask parents of students under 18 to complete an Underage Consent Form so that they can:

- formally appoint a guardian and provide their contact details in writing

- declare any health issues or medical conditions their child may have.
- give permission for their child to live in private accommodation (if applicable)
- give their written permission for their child to join in extra-curricular activities, including those which are held away from the College premises.

In addition, students who are under 18 are required to sign the Underage Consent Form to:

- indicate that they understand they are considered to be a minor (a child) under the law of England and Wales, and that in England, Wales and Scotland they are prohibited from taking part in certain activities by law.
- indicate they have understood that in signing the application form and registration contract they are giving their permission for Kaplan International Pathways to share information about them, including with their parents and guardian (and sponsor where applicable).

What will the College do to support my child?

Our Colleges take on a duty of care for all students who are under 18, but they are unable to act *in loco parentis*, which means they cannot take on the role of a parent. Staff in the College Services team at our Colleges will:

- explain the legal status of under 18s in the UK and the implications of this (although they cannot ensure that your child acts within the law)
- meet with your child on a regular basis
- liaise closely with your child's named advisor
- send a mid-term and end-of-term report to parents and guardians
- contact your child's guardian in case of emergency, such as accident or illness, so they can ensure your child is looked after appropriately
- monitor any accommodation issues your child may have if they are living in accommodation arranged through the College
- inform your child about opportunities for learning and socializing outside of the classroom
- ensure that activities run in the College are suitable for students under 18 to participate in

In addition, if requested by parents, Colleges can:

- ensure your child is met at the airport and transported to their hall of residence free of charge at preregistration weekend, or for a reasonable cost outside of this period
- offer your child secure, comfortable and appropriate accommodation, if it is booked through the College in advance.

Will you be able to provide suitable accommodation for my child?

We encourage all students, especially those who are under 18, to book secure accommodation through Kaplan International Pathways wherever it is available. For more details about the accommodation options which are available for under-18s at each College, please check with your local Kaplan Pathways representative.

Please note that catering is not provided in student accommodation booked through Kaplan (except for home-stay options and Bournemouth International College), and that your child will be responsible for his/her own cooking, cleaning, laundry etc.

If your child will be studying at Kaplan International College London, please check the length of time it will take them to travel from their accommodation to the College each day. Commuting times can take over 1 hour (one way) from most residential areas outside central London. To qualify for a discount travel card which can be used on buses and the tube (e.g Oyster card), children aged under 18 must live with family or a guardian who pays council tax (a housing tax not paid by students) in a London borough. Students who do not qualify must pay the full adult fare.

Should I travel to the UK with my child to help settle them in?

Many parents of students who are under 18 years of age like to accompany their child when they come to College for the first time. They are then able to help their child get organized, ready to register, participate in induction and orientation activities, and start studying the following week. Please note the following important points concerning your child's settling-in period:

- It is very important that your child attends induction and registration week as they will be given necessary academic and non-academic briefings, shown around the facilities which are available to them, and have opportunities to start making friends and get to know their local environment. Students who arrive after this not only miss valuable class time, but will have to settle themselves in while also studying full-time.
- We can offer our airport Meet and Greet service to your child over the weekend before registration starts and would also recommend that your child takes advantage of the free pick-up service from the airport to their accommodation.
- Adults accompanying students who are under 18 should contact the College in advance to make arrangements for any additional transport from the airport that may be required.
- Parents are not able to stay with their children in accommodation arranged through the Colleges, but the College will be able to provide you with a list of hotels which are nearby. Please note that hotels are frequently fully booked around student registration periods, so you are strongly advised to make your accommodation arrangements well in advance.
- The Colleges help students open bank accounts and so this does not have to be done before a student enrolls. However, it can take two weeks for a student to receive their debit card after opening an account and so your child will therefore need enough money to cover their living expenses during this period, although it is advisable that your child does not carry too much cash with them for security reasons. Please note that Colleges are unable to look after students' cash for them.

Will the College contact me on a regular basis regarding my child's progress and let me know about problems?

You and your child's guardian will receive a mid-term report showing your child's attendance, and an end-of-term report giving attendance and results information. In addition, you may be contacted outside these times regarding poor attendance or concerns about the progress your child is making. Information will be sent to you by email, so please ensure that you provide an email contact address for your child's College to use.

We hope this Information Sheet has answered many of your questions. If you have further queries, please contact pathways@kaplan.com

We look forward to welcoming your son or daughter to Kaplan International Pathways.