

**International English Centre**

**Information for Parents or Guardians of IEC Students Under the Age of 18**

**Introduction**

The International English Centre (IEC) looks forward to welcoming your child to Aberystwyth. We want your child to be safe and happy in the UK.

This document will help you understand what your child can expect in the UK.

Before your child can join a course the IEC, you, the parent or legal guardian must read this information and complete and sign the Parental Consent Form.

**What your child can expect in Aberystwyth**

Aberystwyth University is in a friendly and safe town and the IEC regularly accepts students who are under-18 onto its courses.

The IEC is a department of Aberystwyth University. A university is an adult environment. As a parent, you should be confident your child is mature enough to live and study in an adult environment.

During the course, your child will have 20 hours’ of language lessons and tutorials each week, plus regular homework.

The IEC provides clear rules and regular tutorials for students aged under-18. The IEC does not provide supervision for your child outside scheduled activities or during weekends and holidays.

We provide:

* A 24-hour IEC emergency phone number
* A 24-hour university security staff phone number
* Regular meetings with a personal tutor (for academic and personal matters)
* A meeting with our under-18s tutor at least once every 2 weeks during course time
* Close attendance monitoring, and a telephone call to any under-18 who is more than 15-minutes late for class and follow up if there is no answer
* [Rules](https://www.aber.ac.uk/en/international-english/welfare-and-support/#support-for-the-under-18s) for under-18s which your child must agree to and follow

You can find details of our Safeguarding Procedures on our [website](https://www.aber.ac.uk/en/international-english/welfare-and-support/#support-for-the-under-18s).

**IEC Rules for students under 18**

IEC students under the age of 18 must read, understand and our [Rules for the Under-18s](https://www.aber.ac.uk/en/international-english/welfare-and-support/#support-for-the-under-18s) at the start of their course. These are designed to keep students safe. If a student does not follow these rules, they may be asked to return home at their own / their parents’ expense.

**Travelling to and from the International English Centre**

The IEC can arrange transfers to and from the airport for your child at the start and end of their course if you ask us to do this.

All drivers from our chosen coach/taxi company are DBS checked.

Payment must be made in advance.

**Student Mobile phone**

For their safety, IEC students aged under-18 must have a mobile phone that works in the UK.

It is your responsibility as a parent to ensure your child has a mobile phone which allows them to make and receive calls in the UK.

**IEC Attendance**

IEC students are expected to attend all classes and activities.

Students aged under-18 are required to be in their accommodation every night, and to notify the IEC if they plan to travel outside Aberystwyth for an overnight stay.

If you wish for your child to be absent from the course at any time, please contact the IEC in advance to discuss this.

**Student Accommodation**

Most IEC students live in self-catering University halls of residence. Each student has a single study bedroom for private use. There are typically 6 to 8 single bedrooms in one apartment, with shared kitchen and bathroom facilities.

In the UK, it is common for male and female students to share an apartment. If you wish for your child to be housed in a single-sex apartment, please let us know and we will do our best to arrange this.

The University halls of residence offered by IEC are intended for use by university students, and your child is likely to be housed with students who are over-18.

Aberystwyth University provides an on-call Site Security Service for all students living in University accommodation.

IEC students who are under 18 cannot change their accommodation without their parent or legal guardian’s permission.

If your child is staying in accommodation arranged by you, the IEC must have full details before your child arrives at the IEC.

**Meals**

Most IEC students will live in self-catering accommodation. Each flat/house has a kitchen so students can cook for themselves.

The University also has restaurants and cafeterias providing healthy meals at reasonable prices. £100 per week should be enough to cover the cost of 3 meals per day in the University restaurants.

Catered accommodation may be available on request – please contact us if you wish to arrange this.

**Outside scheduled classes / activities**

The IEC does not provide supervision outside scheduled course times. This means your child will not be supervised in the evenings, at weekends or during holidays.

If your child plans to leave Aberystwyth for an overnight stay, we ask them to complete an IEC absence form and let us know where they will be and who they will be with for the time they are not in Aberystwyth.

**Health**

All IEC students must register with a UK doctor. We will make sure your child knows how to do this.

It is your responsibility to tell us if your child has any medical conditions or medical needs.

In an emergency, we will make every effort to contact you. If there is a serious medical emergency and we cannot contact you, a responsible member of staff will act in your child’s best interests until we can contact you.

**Emergencies**

If there is an emergency, we will try to contact you using the phone number and email address you give us on this form.

During office hours, you can call us on +44 (0)1970 622545 or by email on tesol@aber.ac.uk

In an *emergency only*, you can call the 24 hour emergency number +44(0) 7870956773

**Summer Social Programme**

Our Summer Courses include a social programme with daytrips to other towns and cities. These trips are always accompanied by an appropriate group leader, but students are free to explore the destination independently if they want to.

Because your child is under the age of 18, you can choose to require them to stay with the group leader at all times on daytrips if you prefer.

**IEC Publicity**

The IEC/University sometimes uses student photographs or video clips of students during classes or leisure activities on its website and publicity materials.

We always ask for the student’s agreement before using their photographs. For students who are under 18 we also ask for parents’ permission.

**Alcohol & Tobacco**

It is illegal for alcohol and tobacco to be sold to or bought by students who are under 18 in the UK. It is against the law for students to take or buy illegal drugs. The University will take reasonable steps to make sure that it does not sell alcohol to students who are under 18 but cannot supervise individual students.

**Data protection**

We promise to keep your information secure and will only give it to people who are directly involved in caring for your child on a ‘need to know’ basis. This may include medical or welfare professionals.

**Parent/Guardian Consent Form**

This form must be completed by parents, or legal guardians of students under the age of 18 who have submitted an application to the International English Centre, Aberystwyth University.

|  |  |
| --- | --- |
| **Student name** | Click or tap here to enter text. |
| **Student date of birth** | Click or tap here to enter text. |
| **IEC course** | Click or tap here to enter text. |
| **Parent/guardian name** | Click or tap here to enter text. |
| **Relationship to student** *(example: mother; father; legal guardian)* | Click or tap here to enter text. |
| **First language of parent /guardian** | Click or tap here to enter text. |
| **Does the parent or guardian speak English?** **Level of English** | Click or tap here to enter text. |
| **Parent/guardian mobile phone number** | Click or tap here to enter text. |
| **Parent/guardian email address** | Click or tap here to enter text. |
| If you do not speak English, please provide details of an **English-speaking emergency contact****Name****Mobile phone number****Email address** | Click or tap here to enter text. |

**Parental Consent Declaration**

**General**

[ ]  I am aware that my child is entering an adult environment and will not be supervised outside

 scheduled course activities.

[ ]  I agree with the IEC rules for under 18s and I confirm that my child understands and agrees to

the [IEC rules for under 18s](file:///C%3A%5CUsers%5Crad27%5CDocuments%5CUnder%2018s%5CRules%20for%20the%20Under-18s).

[ ]  I understand that my child will come into regular contact with other students over the age of 18, in class, in accommodation and during the leisure programme

[ ]  I give permission for my child to register with a local Aberystwyth doctor.

**Travel**

[ ]  I wish to book a **taxi transfer** (at additional cost) to and from the airport at the start and end of my child’s course

*OR*

[ ]  My child may travel alone to and from the airport at the start and end of their course

**Accommodation**

[ ]  I agree to my child staying in self-catering University Halls of Residence arranged by the IEC

 *OR*

[ ]  I will arrange private accommodation for my child

*We will contact you to ask you for full details if you choose to make private accommodation arrangements.*

**Images**

I give permission for photographs of my child to be used in IEC/University publicity if my child agrees.

YES [ ]  NO [ ]

**Medical**

Please tell us about any problems. If we are not told in advance about a physical or mental condition, we reserve the right to terminate the student’s course.

* Does your son/daughter have any physical or mental health condition YES □ NO □
* Does your son/daughter have any allergies to medicines YES □ NO □
* Is your son/daughter on regular medication? YES □ NO □
* Does your son/daughter require regular hospital treatment? YES □ NO □
* Does your son/daughter take any medication which he/she will bring with him/her? YES □ NO □
* Is there anything else we should know about? YES □ NO □

**Summer Courses Only**

[ ]  On summer Social Programme daytrips, my child may explore independently

*OR*

[ ]  On summer Social Programme daytrips, my child must stay with a responsible adult at all times

**Consent**

* I confirm that the above details are accurate and complete
* I have understood and agree to the arrangements in this document
* I have discussed the agreed arrangements and rules with my son/daughter

SIGNATURE OF PARENT / GUARDIAN:

Signature Date

* I have discussed the agreed arrangements and rules with my parent/guardian

SIGNATURE OF STUDENT:

Signature Date

Please return the completed form to tesol@aber.ac.uk