



GUARDIANSHIP FORM

Every student whose parents are not resident in the UK is required to have a UK-based guardian. Guardianship provides another means of support to a student whilst they are in the UK, in addition to the support provided by the College.

Choosing a Guardian

We recognise the requirement of all boarding schools to ensure that the National Minimum Standards for Boarding (updated for September 2022) are met in full.

We therefore recommend that any guardianship organisation used by a family is one which is accredited by AEGIS (The Association for the Education and Guardianship of International Students).

It is the duty of parents to appoint a suitable guardian or to select a guardianship agency. The College can provide details of AEGIS accredited guardianship agencies that have been used by previous students, but we will not recommend any specific guardian or guardianship agencies. Parents must fully satisfy themselves as to the suitability of their chosen guardian. The guardian must be aware of the role that the College expects them to take (refer below).

If a parent chooses not to appoint an AEGIS accredited guardian, then the College will require further information about the proposed guardian. Please refer to Page 2 for further information.

The Role of the Guardian

A guardian must:

- Be an adult over the age of 25.
- Be either a family friend, relative, agent or guardianship agency.
- Have a permanent or semi-permanent address in the UK.
- Be able to provide suitable accommodation for a student.
- Be prepared to take responsibility for a student when they are not in the College – e.g., during the holidays or if the student is ill.
- Be able to respond in an emergency.
- Be prepared to provide or organise transportation for a student.
- Be able to provide accurate contact information to the College (including phone number, email and full address) and to update this information when necessary.



Guardianship Agencies

If a student's parents do not know a suitable person to nominate as 'guardian', the College will be able to supply details of professional guardianship organisations which have been formally inspected and accredited by AEGIS. For further details, please visit <https://www.aegisuk.net>

Emergencies

The College reserves the right, in an emergency and if a student does not have a guardian or does not have satisfactory guardianship arrangements in place, to appoint an AEGIS guardian at the parents' expense or to send the student home.

Please complete the details below to confirm details of your chosen guardian:

Student Name:		
Have you appointed a guardianship agency?	YES	NO

If you have answered 'YES' to the question above, please complete the 'Guardianship Agency' section. If you have answered 'NO' to the question above, please complete the 'Family Appointed Guardian' section.

The College will contact all guardians.

Guardianship Agency

Name of Agency:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Address:	



Family Appointed Guardian

Where parents have appointed a family friend or family member, the College will need to be comfortable with the arrangement and we will exercise our own judgement on a case-by-case basis. The College will therefore conduct its own checks to ensure that the arrangement is legitimate and these will include conversations with both the guardian and student and may include a visit to the guardian’s home by a member of staff.

If you would like to appoint someone who is not part of a guardianship company, please complete this section. The College will also require copies of the following documents to keep on file:

- Valid photo ID – e.g., passport or driving licence;
- Proof of address dated within the last 3 months – e.g., a utility bill; and
- Proof of right to live in the UK for guardians who are not British citizens – e.g., BRP.

Name:	
Address:	
Contact Phone Number:	
Mobile Phone Number:	
Email:	
Occupation and Name of Employer:	
Relationship to Student:	

Parent Declaration

I/We confirm that the details provided on this form are accurate. I/We will inform the College immediately should either a new guardian be appointed or if any of the guardian’s details change.

I/We understand that the College reserves the right to appoint an Emergency Guardian in the event of an emergency, or to appoint an Emergency Guardian if the guardianship arrangements are not suitable. I/We understand that this may incur an additional charge that will be added to the student’s account.

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Signature of Parent 1:	
Signature of Parent 2:	
Date:	

Guardian Declaration

I understand that I have been nominated as guardian for the above-named student and the details provided above are accurate. I have read and understood the role of the guardian (above) and I agree to provide the information requested by the College.

By signing this Guardianship Form, I agree that whilst the above-named student is under my care, I will ensure that I am promoting their welfare, physical and emotional well-being.

Should any of the details change, I will inform the College immediately.

Signature of Guardian:	
Date:	