



EDUCATIONAL GUARDIANSHIP FORM

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

Choosing a Guardian

It is the duty of parents to appoint a suitable educational guardian or to select an educational guardianship agency. Parents must fully satisfy themselves as to the suitability of their chosen educational guardian. The educational guardian must be aware of the role that the College expects them to take (see below). If a parent chooses not to appoint an AEGIS accredited educational guardian, then the College will require further information about the proposed educational guardian, please see below for further information. The College reserves the right to reject arrangements made for a student where these are judged to be unsuitable.

The Role of the Educational Guardian

An educational guardian:

- Must be an adult over the age of 25.
- Regardless of age, must not be a university student.
- May be either a family friend, relative, agent or educational guardianship agency.
- Must have a permanent or semi-permanent address in the UK (ideally within 2 hours of travelling time by car).
- Must be able to provide safe, supervised accommodation, which is in a good state of repair.
- Must be available 24 hours a day in case of an emergency.
- Must be prepared to provide or organize transportation for a student.
- Must provide accurate information to the College including contact details (phone number, email and full address), student travel and accommodation arrangements and to update this information when necessary.
- Must provide an alternative guardian if they travel out to the UK.

Educational Guardianship Agencies

If a student's parents do not know a suitable person to nominate as an educational guardian, the College will be able to supply details of professional educational guardianship organisations which have been formally inspected and accredited by AEGIS, The Association for the Education and Guardianship of International Students – <https://www.aegisuk.net>

Emergencies

In the event of an emergency and if a student does not have an educational guardian or does not have satisfactory guardianship arrangements, the College reserves the right 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 educational guardian.

Student Full Name:		
Have you appointed an educational guardianship agency?	YES	NO

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

The College will contact all educational guardians.

Educational Guardianship Agency

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

Family Appointed Educational Guardian

If you would like to appoint someone who is not a part of an educational guardianship agency, please complete this section. The College will also require copies of the following documents relating to the educational guardian:

- Valid photo ID – e.g., passport or driving licence.
- Proof of address, dated within the last 3 months – e.g., a utility bill.
- Proof of the right to live in the UK if not a British citizen – e.g., BRP.

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



Parent Declaration

We/I confirm that the details provided in this form are accurate. We/I agree that we will inform the College immediately should a new educational guardian be appointed, or if any of the educational guardian’s details, including contact details, change.

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

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

Educational Guardian Declaration

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

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

Signature of Educational Guardian:	
Date:	