

Hartpury University and Hartpury College actively seeks diversity in its student body; in doing so we may attract many international applicants. In the interest of student welfare and safety, Hartpury College requires all students, under the age of 18, whose parents live outside of the United Kingdom to have a named UK Guardian. It is the parent's responsibility to provide details of the appointed guardian to Hartpury.

What is a UK Guardian?

A UK Guardian:

- Must be a legal, UK resident
- Must be over 25 years old
- Must be fluent in spoken English
- They may be:
 - a relative of the student
 - a friend of the family
 - a professional guardian appointed through a guardianship agency, such as those recommended through The Association for the Education & Guardianship of International Students (AEGIS) www.aegisuk.net/guardian-organisations
- Should not be a student who in full time education themselves

Once appointed, the guardian has a responsibility to support the student and their family while the student is in the UK.

The UK Guardians duties and responsibilities include:

- acting as a link between Hartpury and parent, possibly acting on behalf of the parent if the situation arises
- provide a suitable home environment for the student, as required, on weekends or during the start or end of the College holidays
- be a vital point of contact for Hartpury in an emergency situation (such as illness or serious misbehaviour)
- Liaise with Hartpury and family to arrange a suitable travel schedule for the student to and from the guardian, when required. Start and end of term travel arrangements are usually arranged directly between the parents of overseas students and Hartpury.
- If the parent wishes, the guardian may be appointed to be responsible for reporting their child's absence from College due to illness and during holiday periods through <https://absence.hartpury.ac.uk/> (Please note that authorisation is permitted for a return to the family home or into the care of the UK guardian only).

How do I appoint a UK Guardian?

All parents/ guardians of students who are resident outside the UK are requested to inform us of their nominated UK Guardian upon acceptance of a place at Hartpury. Thereafter, any change in UK Guardian must be communicated to the International Manager in writing.

Hartpury College must be provided with the full name, postal address, email address and telephone numbers for the UK Guardian. The parents and UK guardian must complete and return a signed Guardian Agreement.

Many parents will appoint a relative or family friend who is resident in the UK to act as a guardian.

Otherwise, a professional guardian can be appointed via an accredited guardianship agency, affiliated to AEGIS (Association for the Education and Guardianship of International Students). This professional guardianship can broadly take one of two forms:

- **Regular Guardianship:** where your child visits the guardian at least several times during the academic year and quite possibly several weekends each term or
- **Emergency Guardianship:** where you anticipate your child will only need the services of the guardian in an emergency, such as for medical or disciplinary reasons or if you choose to use the emergency guardianship service they offer very occasionally during the year.

It is the parent's responsibility to ensure they have selected and are satisfied with a UK Guardian of their choice.

The UK Guardian will receive an email with a copy of this Guardianship policy, outlining Hartpury's expectations of the guardian's role. The guardian is required to sign a Guardian Agreement, agreeing with Hartpury College's expectations.

Guardian's Absence

If a nominated UK Guardian is away from the UK for any period of time during Hartpury term times, they must notify Hartpury and parents, and provide alternative contact details in their absence. In such circumstances the parents may choose to provide Hartpury with alternative UK contacts who could act as a temporary guardian.