



DISCLAIMER FOR ALL MINOR STUDENTS Parent/Guardian Information and Consent Form

Parental/guardian consent is required for all participants in the UCFB Pre-University programme. Please complete this form and return together with the application form and supporting documents.

Programme details

- The Pre-University Programme: UCFB Certificate in Sport Management is a two-week residential programme consisting of lectures, workshops, executive speaker sessions, site visits and extra-curricular activities and excursions within London and to other areas of interest in the UK as outlined in the programme schedule.
- There are two sessions available:
 - Session I: starts on Sunday 8th July and ends on Saturday 21st July 2018.
 - Session II: starts on Sunday 22nd July and ends on Saturday 4th August 2018.

Attendance

- Students are expected to attend all scheduled academic and extra-curricular activities as part of the programme. Absence from any part of the schedule programme should only be requested in exceptional circumstances and must be sent to the Pre-University Programme Manager by the parent/guardian with at least 24 hours notice.

Accommodation

- All students will be accommodated at UCFB's partner halls of residence, located within walking distance from the UCFB Wembley campus.
- Each student will have his or her own bedroom within shared self-catering flats. All flats are single sex and are usually shared between 6 - 10 students.
- The accommodation has 24hr security and emergency response. Students will also be supervised by live-in UCFB Resident Assistants.
- The halls of residence is an external partner of UCFB. Students are expected to respect the rules and regulations of the accommodation. Any damages incurred by the student must be immediately reported to the appropriate authorities and is the sole financial responsibility of the student.

Supervision and support

- Students will be supervised and supported throughout the programme by a dedicated team of DBS-checked Resident Assistants (RA). As the first point of contact for students, RAs serve as advisors, counsellors, leaders and role models, supported by the UCFB Student Services, International and Academic teams.
- Students will have allocated free time at lunch and on some evenings.
- Students are required to adhere to an evening curfew.
- UCFB staff are on call 24-7 for health and safety emergencies and students will be advised of the phone number upon arrival to the programme.
- UCFB reserves the right to communicate with parents/guardians directly regarding a student's progress at any time during the programme. It is the parent's/guardian's responsibility to ensure that contact information is up to date.

Social media and marketing

- Students will be given a detailed introduction to the UCFB Social Media Policy at orientation. Any comments or other content contributed to UCFB social media platforms by UCFB students are expected to adhere to the policy and may be requested to be edited or removed at UCFB management's discretion if it is deemed to be in violation of this policy.
- UCFB may document the programme with photos or video to be used for promotional purposes. Permission will always be asked for from programme participants in advance. By signing this form, you give UCFB the right to copyright and use photographs and footage and any other reproduction or adaptations thereof, in whole or in part, alone or in composite/altered form, or in conjunction with any wording, graphics, other photography or drawings, for advertising, publicity, editorial or any other electronic purpose, including use on the internet. You also waive any right to inspect or approve the finished use of the photography/footage and understand that the copyright of the photography/footage belongs to UCFB as per the UK Copyright Act 1988.

Conduct and behaviour

Students are expected to adhere to the UCFB Student Charter and abide by the rules and regulations of the Pre-University Programme. Parents/guardians should ensure that they review the following with the student before the programme start:

UCFB Student Charter

Students are expected to maintain high standards from all members of the student community. We expect you to meet the five P's:

- Punctuality – e.g. attend all lectures on time; submit assessments to the deadline;
- Preparedness – e.g. arrive to lectures/seminars with the required equipment;
- Presentation – e.g. your mobile phone turned off/silent before entering a class room; dress appropriately;
- Performance – e.g. do not interfere with the learning of others; contribute positively to lectures, seminars and workshops;
- Pride – e.g. treat others with respect.

In addition, we expect adherence to UCFB's Core Values:

- Honesty;
- Integrity;
- Loyalty;
- Respect;
- Attention to detail;
- Always trying to be the best you can be.

Rules and regulations:

- Students must attend all scheduled programme activities and complete all related programme assignments;
- Students are not allowed to leave the programme site without the supervision of UCFB staff or Resident Assistants, unless during scheduled free time;
- Students must adhere to the evening curfew;
- The consumption, purchase or possession of alcohol, illegal substances and tobacco products are strictly forbidden at all times during the Pre-University programme.

UCFB reserves the right to dismiss a student from the programme on the basis of any observed conduct or behaviour which causes concern for the safety and well-being of students or others, including unauthorised absence from scheduled activities, the use of threats of physical violence, violation of British law, violation of school or housing regulations, damage to schools, residence or student property, alcohol or drug abuse, and reckless or dangerous behaviour.

In the event of dismissal from the programme, the parent/guardian will be contacted and will be required to make arrangements for the student to travel home. UCFB accepts no liability or cost associated with the removal of a student from the Pre-University programme as a result of conduct violations. No refund of programme fees will be given if a student is dismissed from the program.

Signatures

I, (print full name), parent/legal guardian of (print student's name) have read and understood the above information, and consent for the named student to participate in the UCFB Pre-University Programme: Certificate in Sport Management.

Parent/guardian email address:

Parent/guardian contact number:

Parent/guardian signature: Date:.....