Pleasecomplete **ALL** sections of this document as missing information may delay the processing of your application. Documentary evidence relating to your interruption of study must be submitted along with this form. All communication will be conducted through your **Preston College email address**

As part of your Extenuating Circumstances application, please also contact the HE Student Support and Wellbeing Coordinator: [HEStudentSupport@preston.ac.uk](mailto:HEStudentSupport@preston.ac.uk) , this will help us support you.

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| **Learner Details** | | | | | | | | | | | | | |
| **Name:** | |  | | | | **Learner ID:** | | |  | | | | |
| **Programme Title:** | |  | | | | **Occurrence:** e.g.(23/24) | | |  | | | | |
| **Curriculum Leader:** | |  | | | | **Date:** | | |  | | | | |
| **Level of Study:** | |  | | | | | | | | | | | |
| **Assessment affected by your Extenuating Circumstances** | | | | | | | | | | | | | |
| **Module/Unit Code** | **Module/Unit Title** | | | **Assessment number (e.g.1 of 2)** | | | **Assessment Type** | **Issue Date** | | **Due Date** | **Attempt** | | **Assessment submitted** |
|  |  | | |  | | |  |  | |  |  | |  |
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|  |  | | |  | | |  |  | |  |  | |  |
| **Your circumstances - Please describe the nature of your personal mitigating circumstances and explain how they have affected your academic performance in the assessments above?** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **What steps are you taking (or have you taken) to minimise the effect on your work?** E.g. Actions plans, liaison with tutors/employer, Learning Zone or Student Support and Wellbeing | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Proposed Extension** | | | | | | | | | | | | | |
| To be negotiated between tutor and student | | | | | | | | | | | | | |
| **Learner Declaration** | | | | | | | | | | | | | |
| I confirm that the information is correct and that I have read and understood the guidelines (of Preston College and the Awarding Body/University) relating to Extenuating Circumstances | | | | | | | | | | | | | |
| **Learner Signature:** | | |  | | **Date:** | | | | | | |  | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***For administration use only*** | | | | | | | | | | | | | | |
| ***Application Received by:*** | |  | | | | | | | ***Application Complete:*** | | | | |  |
| ***Received Date:*** | |  | | | | | | | ***Documentary evidence attached:*** | | | | |  |
| ***EC Panel Comments:*** | | | | | | | | | | | | | | |
| ***Panel Outcome:*** | | | |  | | | | | | | | | | |
| ***Chair:*** |  | | | | ***Signature:*** | |  | | | | ***Date:*** | |  | |
|  | | | | | | | | | | | | | | |
| ***Learner informed of outcome:*** | | | ***Date:*** | | | | | ***Nominated Tutor informed of outcome by e-mail:*** | | | | ***Date:*** | | |
| ***Administrator*** | | |  | | | ***Signature:*** | |  | | ***Date:*** | | |  | |