**Request for Extension Form [Part 1]**

Once signed by your Programme Director, please return Part 1 to your Programme Administrator

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Full Name:  | 2 | Date:  |
| 3 | Programme: | 4 | Level: |
| 5 | Student ID: |
| 6 | Module Title and Number | Module Tutor | Assessment/Project | Original hand-in date  |
|  |  |  |  |
| 87 | Please describe the circumstances and how they are affecting your work in more detail (see overleaf for examples). Continue on a separate sheet if necessary: |
|  |
| 8 | Please indicate the nature of the supporting documentary evidence (see over for examples) |
| **I confirm that I have attached the supporting documentary evidence above.** [ ] **I confirm that I will supply the supporting documentary evidence above within 5 working days.** [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| 9  | Signed by (Student) |  | Date:  |

|  |  |  |
| --- | --- | --- |
| **Extension Agreed: YES** [ ]  **NO** [ ] New hand-in date | Signed (Programme Director) | Date |
|  |  |  |

***✂ …………………………………………………………………………………………………………………………………………………………………***

**Request for Extension Form [Part 2]**

Part 2 should be attached securely to the front cover of your work when handed in.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Student Name:  | 2 | Date:  |
| 3 | Programme: | 4 | Level: |
| 5 | Student ID: |
| 6 | Module Title and Number | Module Tutor | Assessment/Project | Original hand-in date  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Extension Agreed: YES** [ ]  **NO** [ ] New hand-in date | Signed (Programme Director) | Date |
|  |  |  |

**Extract from Policy and Procedures for Mitigating Circumstances**

**(including extensions on assessment)**

**Please ensure you read the full policy and guidance notes for students available [WEBLINK].**

**Grounds for mitigation (Section2)**

Grounds for mitigation are **unforeseen** or **unpreventable** circumstances that have a **significant adverse effect** on your academic performance. Each application for mitigating circumstances will be considered on its own merit and the College does not want to be over prescriptive about which circumstances are acceptable or not. However, the following give an *indication* of what might be considered reasonable grounds for mitigation:

* significant personal illness or injury which is not a chronic or permanent condition;
* the death or critical/significant illness of a close family member, dependent or significant other;
* victim of crime;
* family crises or major financial problems leading to acute stress;
* housing problems;
* absence for jury service, for maternity or paternity, or adoption leave;
* serious disruption caused, for example by terrorist attack, natural disaster or extreme weather conditions.

Circumstances which **would NOT normally** be regarded as grounds for mitigation include:

* circumstances over which you could have had some control through prior planning, e.g. holidays, moving house, weddings (including your own), family ‘events’, missing a deadline for something you thought more important (catching a cheap flight);
* circumstances that affect most other students e.g. assessment deadlines being close together;
* commitments to scheduled (College) productions or work placements;
* circumstances arising from poor time management or personal organisation e.g. misreading the timetable or misunderstanding the requirements for the assessment;
* technology related circumstances e.g. computer or printer failure that prevents submission of work;
* circumstances relating to paid employment (except in some special cases for part-time students);
* stress or panic attacks not diagnosed as illness;
* short term, minor ailments such as colds, headaches, stomach upsets etc., except where this ailment prevented attendance at an assessed performance, presentation or event.

**Examples of required documentary evidence (Section 3)**

* letter or note from a doctor, counsellor or medical practitioner;
* recorded proof of attendance at a hospital, doctors’ surgery or counsellor;
* letter/evidence from an independent professional;
* student loan company/debt letter
* tenancy agreement
* official witness report
* death certificate or similar
* newspaper/media report