 **LINCOLN COLLEGE HIGHER EDUCATION**

 **EXCEPTIONAL CIRCUMSTANCES APPLICATION**

1. **STUDENT DETAILS**

|  |  |
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| **Name** |  |
| **Contact email** |  |
| **Contact phone number** |  |
| **Contact address** |  |
| **Enrolment number (student ID)** |  |
| **Course title /code** |  |
| **Validating partner institution**  | Choose an item. |

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| **Student Signature………………………………………………****Date ……………………….** |
| **Important: Submission of this form constitutes disclosure to the College. In signing this form, you are agreeing that information concerning your condition(s), where applicable, can be used and shared with other staff within the College on a strictly “need to know” basis in order to:*** **Facilitate reasonable adjustments to be made to meet individual needs**
* **Facilitate communication in respect of disability issues.**

Full information on disclosure and safeguarding can be found in the ‘Safeguarding Students Handbook’ which is available on Canvas and via the Lincoln College website. **Concerns regarding your data** If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice please contact your parent school in the first instance, or the University's Data Protection Officer, Sarah Adams at sadams@lincolncollege.ac.uk  |

Many student support needs can be met by reasonable adjustments or can be catered for through either the extensions process or the mitigating circumstances process. There are however, some exceptional circumstances which may need further support measures to be implemented. In such circumstances, students may not be in a position to engage with the above processes either because of a sudden deterioration in a physical or mental health issue or because of a traumatic event/series of events which may make it extremely difficult to engage with the above processes.

If you believe that you are likely to be affected by Exceptional Circumstances in the medium to long term, please provide details below. Once Exceptional Circumstances have been approved by the Academic Affairs Committee you will not be required to submit supporting evidence for any future extension or Mitigating Circumstances requests in the future, although you will still be required to complete the necessary forms.

1. **DETAILS OF YOUR CIRCUMSTANCES**

Please describe the nature of your circumstances, including the following information:

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| **A brief summary of your circumstances / illness:** |
| **How this has affected you:**  |
| **How your academic performance has been / may be impaired:**  |

Please state the date from which you have been affected by the circumstances described above

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **SUPPORTING EVIDENCE**

All submitted Exceptional Circumstances claims must be supported by independent documentary evidence. Please indicate below the type of evidence you are providing. If you are unable to provide evidence, please explain why. Information on acceptable forms of supporting evidence can be found in the detailed Mitigating Circumstances Guidance document.

If you are unable to submit your evidence at the same time as your application form, please indicate above when you expect to be able to provide it.

Please note that the outcome of your case cannot be confirmed until your evidence is submitted.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Type of evidence** | **Further details** | **Tick all that apply (✓)** |
| 1. | Medical note/letter |  |  |
| 2. | Corroborating statement | Who this is from and what is their relationship to you? |  |
| 3. | Bereavement evidence | Please see Mitigating Circumstances Guidance for details of suitable evidence.  |  |
| 4. | Official correspondence |  |  |
| 5. | Police report/crime number | A crime number can be used as an interim measure but you may be required to provide a copy of the police report as well. |  |
| 6. | Other | Please give details of what other evidence you are supplying and why it is relevant: |  |
| 7. | Unable to provide evidence | Please briefly explain why: |  |

1. **ACADEMIC TUTOR STATEMENT (OPTIONAL)**

(This does not replace the need to provide independent supporting evidence but may be helpful in clarifying your situation for the Panel.)

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**Name of academic tutor:**

**Signature:**

**Date:**

1. **CHECKLIST**

Before you submit your application form, check that you have completed the following:

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| --- | --- | --- |
|  |  | I have read and understood the ***Mitigating Circumstances Guidance***. |
|  |  | I have completed all personal details including my student ID number, name, programme and year of study. |
|  |  | I have set out details of the Extenuating Circumstances I wish to be considered and the relevant dates. |
|  |  | I have attached the supporting independent documentary evidence, or explained why this is not possible. |
|  |  | I have kept a copy of my form and evidence to keep for my records. |

**Completed forms should be submitted to the HE Admin team (****HE@lincolncollege.ac.uk****)**

**FOR OFFICE USE ONLY**

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| --- | --- |
| Date form received: | Confirmation of receipt emailed to student: Yes/NoDate: |
| Evidence attached to the form? | Yes/No |
| Decision: | Student informed of outcome: Yes/No |