



LINCOLN COLLEGE HIGHER EDUCATION
MITIGATING CIRCUMSTANCES APPLICATION

| | |
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| Name | |
| Contact email | |
| Contact phone number | |
| Contact address | |
| Enrolment number (student ID) | |
| Course title /code | |

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|--|
| <p>Student Signature.....</p> <p>Date</p> |
| <p>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:</p> <ul style="list-style-type: none">• Facilitate reasonable adjustments to be made to meet individual needs• Facilitate communication in respect of disability issues. <p>Full information on disclosure and safeguarding can be found in the ‘Safeguarding Students Handbook’ which is available on Moodle.</p> |

Please indicate what outcome you are seeking in the event your claim is successful and provide a brief explanation below. Please note that this is an indication only and not an assurance of the decision which will be applied.

- To take the elements(s) claimed for again as if for the first time during the current academic year (prior to the main exam boards)
- To take the elements again as if for the first time during the re-assessment period in August
- For a late submission penalty to be removed
- To take the element(s) claimed for again during the next academic year.

Further details:

List all assessments that may have been adversely affected. It is important that the full and correct information is given; if you are not sure of any of the information, please refer to your Course Coordinator before you submit your claim. Specify all modules/units you are claiming for.

| Module/Unit code | Module/Unit title | Assessment type (e.g. coursework, exam, project) | Submission deadline date for assessment submission + any extended deadlines already given | Has work now been submitted? Y/N * |
|------------------|-------------------|--|---|---------------------------------------|
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* Where work has already been submitted late (due to valid extenuating circumstances), the merit mark without late penalty deduction would normally be applied.

Summary of evidence attached.

**N.B. applications will not be accepted without independent supporting evidence.
Independent evidence could include medical or legal documentation but does not include statements from friends or family.**

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.)

Students – please ensure you allow sufficient time to obtain any academic statement and submit this for consideration **before** the paperwork deadline date.

Name of academic tutor:

Signature:

Date:

This statement should be submitted with the claim, as part of the corroborative evidence.