

Mitigating circumstances notification form

This form can be completed by applicants who feel that they have experienced exceptional mitigating circumstances, which have impacted their ability to meet the conditions of offer, as laid down by the University. Please read the information on our website and in our Admissions Policy before completing the form. All sections of the form must be completed and the form can only be submitted with the full knowledge / consent of the applicant. All communications regarding this matter will be directly with the applicant.

First name:

Surname:

UCAS personal identification number or NTU ID number:

If you don't have access to either of the above, please ensure that you provide your full name above and enter your date of birth here.

Please list all the courses you have applied for:

Please tell us about the circumstances you wish to make us aware of:

Please use the continuation sheet on page 4 or attach additional sheets ensuring you state your NTU ID, UCAS Personal ID or name / date of birth at the top of each sheet.

What dates are applicable to your circumstances?

Where applicable provide an end date, expected end date or state 'ongoing':

If your mitigating circumstances relate to a specific time period, you must include a start and end date (dd/mm/yy). If the circumstances relate to one specific date but the effects are on-going, please indicate the start date and explain further in the on-going section.

Start date (dd/mm/yy)	End date (dd/mm/yy)	On-going

How do you feel these circumstances have affected your studies?

If you've declared circumstances which were **time-limited**, please state which qualifications or assessments were affected.

If you feel your circumstances have had a wider impact on your education please explain how:

If you are currently in full time education, you **must** provide the email, name and telephone contact details of someone at your School/College, so that the University can contact them to discuss the impact of your circumstances on your education. We may also discuss with them your potential to succeed if these circumstances had not arisen.

Please confirm whether you have already received any adjustments to support you through these circumstances, and whether you have requested special consideration through an Awarding Body.

Please provide supporting evidence:

- Medical certificate or letter from doctor / consultant / specialist
- Official confirmation in the form of a report or letter from someone who knows you in a professional capacity (eg. police officer, social worker, teacher, etc.)
- Death certificate (if available)
- Other (please specify):

Declaration

By submitting this request for mitigating circumstances you are agreeing for the University to discuss your situation with the nominated School contact supplied above (if applicable). Your information will also be shared with the members of the Mitigating Circumstances Panel, in order for them to consider your case, and may also be shared with our Student Support Services and such other colleagues as may be necessary if the panel deems that the nature of your circumstances may transition with you to University.

For further information about how your data will be used and stored visit www.ntu.ac.uk/privacystatement.

Signature:

Date:

If you're attaching further sheets as evidence alongside this form, please ensure that your NTU ID, UCAS Personal ID or name / date of birth are clearly marked at the top of each sheet.

Once complete, please scan and return this form via email to rmcadm@ntu.ac.uk or by post to:

Admissions
Nottingham Trent University
50 Shakespeare Street
Nottingham
NG1 4FQ

Continuation Sheet