



### Higher Education Mitigating Circumstances Application Form

Before completing this form, please read the College's Higher Education Student Academic Appeals Policy, Regulations and Procedures document, and the Higher Education Framework for Assessment (Including Code of Practice), and the Higher Education Mitigating Circumstances Student Guidance.

<b>TITLE</b> (e.g., Mr, Mrs, Ms, Miss)	
<b>FAMILY NAME(S)</b>	
<b>FORENAME(S)</b>	
<b>STUDENT NUMBER</b> (as shown on Bolton College student card)	
<b>YEAR OF STUDY</b> (e.g., first year)	
<b>FULL TIME OR PART TIME</b>	
<b>NAME OF PERSONAL TUTOR</b> (optional)	
<b>CORRESPONDENCE ADDRESS:</b> (The outcome letter will be sent to this address, which must correspond with a postal address held on the College's student record system.)	
<b>CORRESPONDENCE EMAIL ADDRESS:</b> (To be used to acknowledge your application and, if applicable, request further information. Your College email will also be used.)	
<b>PLEASE LIST THE MODULE NAME(S) AND THE CODE(S) YOU WISH TO APPLY FOR MITIGATING CIRCUMSTANCES</b>	
<b>PLEASE LIST THE ASSIGNMENT/S YOU WISH TO APPLY FOR MITIGATING CIRCUMSTANCES</b>	
<b>DATE OF SUBMISSION OF YOUR APPLICATION</b>	

**PLEASE STATE BELOW WHY YOU WANT TO APPLY FOR MITIGATING CIRCUMSTANCES**

**PLEASE STATE WHAT EVIDENCE YOU HAVE INCLUDED TO SUPPORT YOUR MITIGATING CIRCUMSTANCES**

I declare that the information I have provided on this form is a true statement of the facts to the best of my knowledge and belief. I also declare that the attached documentary evidence (if any) is a true reflection of my circumstances.

<b>Signed (Applicant):</b>		<b>Date:</b>	
<b>Approved or Rejected (Course/Module Tutor):</b>			
<b>Assignment names and Date/s of new submission of assignments:</b>		<b>Date/s:</b>	
<b>Signed (Course/Module Tutor):</b>		<b>Date:</b>	

Please note that failure to correctly or fully complete the application form could result in your application not being accepted.

Please send your completed appeal form and evidence to your Course/Module Tutor

**Supporting evidence**

Supporting evidence **MUST** be provided to support your application and should be attached to the Application Form. Please note that you are responsible for gathering and submitting the evidence that supports your application: the College will not gather evidence on your behalf. If you are submitting medical notes or official documents such as death certificates, please ensure you submit the original version of the document and take a photocopy first.

Original documents will be copied by your Course/Module Tutor and returned to you at the time you hand them over or by recorded delivery.

<b>Area</b>	HE Unit
<b>Prepared by</b>	HE Co-ordinator
<b>Approved by</b>	HE Quality Assurance Committee
<b>Last Updated</b>	August 2017
<b>Next Review Date</b>	August 2018