



Higher Level 4/5 Mitigating Circumstances Application Form 2024-25

Before completing this form, please read the College's Higher Level 4/5 Student Academic Appeals Policy, Regulations and Procedures document, and the Higher Level 4/5 Framework for Assessment (Including Code of Practice), and the Higher Level 4/5 Mitigating Circumstances Student Guidance.

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

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.

Signed (Applicant):		Date:	
Approved or Refused (and reason/s) (Course/Module Tutor):			
Assignment names and Date/s of new submission of assignments:		Date/s:	
Signed (Course/Module Tutor):		Date:	

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 needs 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: 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. The College will not gather evidence on your behalf.

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.

Data Protection Policy:

<https://www.boltoncollege.ac.uk/assets/Uploads/Bolton-College-Data-Protection-Policy-2024-26.pdf>