

**Non-Prescribed Higher Education Mitigating Circumstances Application Form 2021-22**

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

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| **TITLE** (e.g., Mr, Mrs, Ms, Miss) |  |
| **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** |  |

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| **PLEASE STATE BELOW WHY YOU WANT TO APPLY FOR MITIGATING CIRCUMSTANCES** |
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| **PLEASE STATE WHAT EVIDENCE YOU HAVE INCLUDED TO SUPPORT YOUR MITIGATING CIRCUMSTANCES** |
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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.

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| **Signed (Applicant):** |  | **Date:** |  |
| **Approved or Rejected**  **(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 evidenceMUST 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.

**Data Protection Policy:**

<http://www.boltoncollege.ac.uk/assets/Uploads/Attachments/GDPR/Bolton-College-Data-Full-Protection-Policy.pdf>

**Extract from Data Protection Policy:**

**How We Use Your Personal Information** - The College may share details relating to attendance, progress, conduct etc with parents/carers of all learners aged under 19 or aged 19-24 with an EHCP at the start of their programme for the whole duration of their programme. Learners who wish to object to this once they turn 18 must refer to the student handbook for details of how to do this. The College may also share basic information with connexions and related local authority support services and previous schools for the purpose of references and tracking learner destinations.  
  
Bolton College will use the information you provide along with that obtained from other sources including references, support needs, previous education etc to manage your education and training, produce reports and references and to inform you about opportunities for progression and skills.  
  
We may also create access to external facilities on your behalf which may assist you in your studies. For more information on how we use your information please refer to our Privacy Notice:   
https://www.boltoncollege.ac.uk/assets/Uploads/Attachments/GDPR/Bolton-College-Student-Privacy-Notice.pdf  
  
As an organisation partially funded by Government education funding bodies we are required under contractual funding arrangements and financial memorandums to share information with partner organisations.