

Mitigating Circumstances Form

This form should be completed if your studies have been disrupted by circumstances out of your control, such as illness. It should be submitted to Student Administration Services, MHG17, Newton Park Campus, Newton St, Loe, Bath, BA2 9BN, or sent as an email attachment to mycourse@bathspa.ac.uk. Claims cannot be considered without independent supporting documentary evidence, such a medical certificate. Unsupported self – certification cannot be accepted under any circumstances. **Please forward your supporting evidence to Student Administration Services within 14 days of making your claim.**

Student Name:		Student no:	
Award:		Stage/Year:	
Tutor:		Part-time/Full-time	
Nature of circumstances (please tick relevant boxes)			
Illness	<input type="checkbox"/>	Hospitalisation	<input type="checkbox"/>
		Death of close relative	<input type="checkbox"/>
Accident	<input type="checkbox"/>	Family illness	<input type="checkbox"/>
		Other	<input type="checkbox"/>
Please provide further relevant information about the cause of mitigating circumstances. If you are concerned about confidentiality please leave this section blank and write direct to the Registrar.			
Dates/period of time work has been affected			
Assessments (assignments/examinations) affected			
	Module Code	Assessment	Date work due
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Signature		Date	

