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| **NAME:** |  |
| **STUDENT NUMBER:** |  |
| **LEVEL OF STUDY: (C, I, H or M):** |  |
| **LOCATION OF STUDY:** | **ST MARY’S COLLEGE**  **BLACKBURN** |
| **TITLE OF YOUR AWARD:**  (i.e. BA History and Psychology) |  |

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| **ARE YOU APPLYING FOR AN EXTENSION IN MORE THAN ONE SUBJECT AREA?** | **Yes / No**  (delete as appropriate & see note below) |

**Note: if ‘Yes’ you will need to complete a separate form for each subject area.**

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| **PLEASE STATE THE COURSEWORK ASSESSMENT(S) FOR WHICH YOU ARE REQUESTING AN EXTENSION**: List each piece of coursework separately and ensure that you also put the original deadline submission date and your proposed new submission date: | | |
| **Assessment Title** | **Original Submission Deadline** | **Proposed New Submission Date** |
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| **DATES BETWEEN WHICH YOU CERTIFY THAT YOU WERE UNFIT TO STUDY:** | |
| From: | To: |
| **Please briefly state why you have been unfit to study between these dates:** | |

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| **PLEASE STATE THE TYPE OF EVIDENCE YOU ARE PROVIDING:** | | | |
| **Evidence Type** | **Important Notes:** | **Please select Evidence Type**  **Y or N** | **Please confirm if evidence is submitted together with this form? Y or N** |
| Self-Certification (up to 7 calendar days). | You can only self-certify **once** during any academic year |  | Not required |
| Evidence from an external person of professional standing  \*(e.g. GP, Consultant, other medical practitioner, Counsellor etc.) | The external professional’s advice must clearly state:   * The date you became unfit to study * The date on which you became fit to return to   study.  Confirmation that you sought/received help during the period you were identified as unfit as indicated by the professional. |  |  |
| I have a Learning Support  Plan which clearly states that I may require flexibility with coursework submission deadlines. | If you have a Learning Support Plan which states this, please provide as your evidence the relevant part where this is stated. |  |  |
| Other evidence | Please refer to the guidance notes on other acceptable evidence |  |  |

Please note that you should normally submit your evidence together with this form. If this is not possible, then you need to submit the evidence **within two weeks** of the date you submit the form. Until you submit the evidence and this is accepted, any extension that may be grated will be provisional. Failure to submit acceptable evidence will result in the extension being withdrawn.

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| **I certify that the information given above is true and accurate:** | |
| Print Name: | Date: |

**For further guidance on mitigating circumstance please consult the appropriate information at** https://www.hope.ac.uk/media/liverpoolhope/contentassets/documents/studentsupport/studentadministration/studentadministrationrevised2014/media,38659,en.pdf

**On completion please send this form and your evidence\*, by email to:**

HEAdmin@stmarysblackburn.ac.uk

**\*Please be advised that when considering sending information of a personal/sensitive nature via email, most email servers are not 100% secure. Where evidence to support your extension is of a sensitive nature, to minimise data protection risk, it is recommended that such evidence should be presented in person along with this form to the appropriate Departmental/Network office for verification.**