



**APPLICATION FOR MITIGATING CIRCUMSTANCES**

This form should be used to request special consideration for learners who have suffered temporary illness or indisposition during their course.

Please note that for cases of permanent disability requiring *reasonable adjustments*, TSYP [Reasonable Adjustment Policy & Procedures](#) must be used.

*Access to the information provided on this form is strictly limited and those with authorised access will store in accordance with data protection requirements*

Learner's full name:	Title:	Date of application:
Course name:	Course code:	
<p>Details of reason(s) why special consideration is requested. <i>Documentary evidence must be provided where applicable – see policy document:</i></p>		
<p>Details of what special consideration is required (e.g. extension to assignment deadline, permission to adjust 80% attendance rule):</p>		

Tutor's contact details and signature

Name:	Signature:	Position
Tel:	Email:	

Learner's contact details and signature

Name:	Signature:
Tel:	Email:

Please send the completed form to the **Course Tutor** – where the course is accredited by BWY the Course Tutor should also submit to BWY QAO.

BWY response:			
Name:	Signature:	Position	
Tel:	Email:		

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