

A100 Extenuating Circumstances: Guidance Notes & Application Form

Guidance Notes

1. Extenuating Circumstances Process

1.1 We define extenuating circumstances as unforeseen and outside of an applicant's control. The circumstances must demonstrate that there has been a substantial, serious impact on your academic studies and results. Extenuating circumstances could be related to health, personal challenges, or disability.

1.2 We are unable to consider extenuating circumstances in relation to UCAT or GAMSAT scores, or interview performance. We do not consider extenuating circumstances in relation to the death of a grandparent, unless they were an applicant's primary care giver.

1.3 A successful extenuating circumstances application will not result in us accepting applicants who have not met our minimum entry requirements. Instead, applicants who have re-sat or extended the length of their qualifications (or we advise to do so) will be permitted to apply for their chosen course.

1.4 For this reason, we only accept extenuating circumstances for our A100 Medicine (5-year) programme. This is because other courses consider applicants who are re-sitting, or have re-sat, their level 3 qualifications.

1.5 The extenuating circumstances form should be submitted by the applicant, by the deadlines outlined on this page.

1.6 The extenuating circumstances form and documentation will be reviewed by extenuating circumstances panel. The panel consists of the Senior Admissions Officer and the Assistant Registrar (Admissions).

1.7 Applicants will receive an email from the Senior Admissions Officer confirming whether the extenuating circumstances can be accepted.

1.8 All decisions made by the extenuating circumstances panel are final.

2. Extenuating Circumstances Deadline

2.1 Extenuating circumstances requests must be received no later than 10 September. There will be no extensions to this deadline.

2.2 All requests received on or before 10 September will receive a response from the Senior Admissions Officer by 8 October.

2.3 Extenuating circumstances requests received after 10 September may not be considered, and may not receive a decision within four weeks.

3. Extenuating Circumstances Documentation

3.1 All extenuating circumstances requests must be submitted with the following:

Mandatory:

- Extenuating Circumstances application form (this document)
- Letter from school/university detailing any support given at the time of the extenuating circumstances

Additional depending on nature of circumstances:

- Letter from hospital/GP/medical professional (mandatory for medically related extenuating circumstances)
- Letter from police force (mandatory for criminally related extenuating circumstances)
- Death certificate (mandatory for extenuating circumstances relating to a loss of a close family relation, i.e. parent, sibling or child)
- Any communication with exam boards (if relevant)

3.2 The extenuating circumstances form alongside all supporting documentation must be submitted together to admissions@sgul.ac.uk by the deadline above. Please specify the following in the subject line: 'Extenuating Circumstances Application - Your Name - Name of Course'.

Application Form

If you are completing by hand, please use CAPITALS.

First name:	Surname:
UCAS ID Number (if known):	Email address:

Application Details

Please state the [UCAS code](#) and name of the course you are applying to.

Course UCAS code:
Course Name:

Summary of Extenuating Circumstances

Use the box below to explain the circumstances you would like us to consider. **Please be concise, and only include relevant information.** We advise that you use bullet points if possible.

Academic Qualifications

Do you meet the [GCSE requirements](#) for the programme through predicted or achieved grades?

Yes	
No	

If **No**, please provide details:

ACHIEVED Level 3 Qualifications

Type (e.g. A-level/IB)	Subject	Date of Award (e.g. 10/08/2022)	Achieved Grade

PENDING Level 3 Qualifications

Type (e.g. A-level/IB)	Subject	Expected Date of Award (e.g. 10/08/2023)	Predicted Grade

Summary of documentation

Use the boxes below to list the supporting documentation you are submitting. Please see the Guidance Notes for further information. Please add n/a if not relevant to your circumstances.

Document Type	Attached (tick)	Document Name	Comments
Letter/email from school/university			
Letter from hospital/GP/medical professional			
Letter from police force			
Death certificate			
Correspondence with exam board(s)			
Other			

Declaration

I confirm that the information given in this form and any supporting documentation relating to this request is true and correct to the best of my knowledge. I have read and understand the guidance notes above.

Signed:	Date:
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Once completed, this form alongside all supporting documentation must be submitted together to admissions@sgul.ac.uk by 10 September. Please specify the following in the subject line: 'Extenuating Circumstances Application - Your Name – Course Name'. **Please do not post the form or documentation, as this may not be received.**

Information supplied will be kept, used and shared where necessary and appropriate with other members of St George's staff, for the purposes of determining the outcome of this request and in accordance with GDPR.