**Mitigating or exceptional circumstances form for Admissions**

Lancaster University recognises that some applicants will experience difficulties which may have a detrimental effect on their studies. As part of the admissions process, we will take into account requests to consider mitigating circumstances that may have affected, or may affect, an applicant’s academic attainment.

Applicants who wish their mitigating or exceptional circumstances to be taken into account must complete this form and return it to [ugadmissions@lancaster.ac.uk](mailto:ugadmissions@lancaster.ac.uk) no later than **1st July** in the relevant admissions cycle. Mitigating or exceptional circumstances will not be taken into consideration after this date.

Applicants with a physical or mental disability or long term health conditions or specific learning disability are encouraged to declare this information in their application rather than using this form.

**How will we use this information?**

If you are submitting this form as part of the initial application process, we will assess the information you have given us along with the rest of your application.

If you are submitting this form having received a conditional offer from us, we will take this information into consideration when assessing your final results.

Submitting this form does not guarantee that we will offer you a place, or that we will accept you for entry to one of our degree programmes. Please note it is for an applicant to ensure they have given us all the relevant information, accompanied by sufficient evidence. While we prefer not to be prescriptive about the evidence that we require, it is the applicant’s responsibility to ensure that they have made a sufficiently compelling case.

All information disclosed on this form will be handled confidentially in accordance with General Data Protection Regulation (GDPR), more information is available at <https://www.lancaster.ac.uk/privacy/student-privacy/>

**Section 1: Main Details**

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| 1. Family name |  |
| 2. Forename |  |
| 3. UCAS ID orApplication number *(as applicable)* |  |
| 4. Course applied for |  |

**Section 2: Details of mitigating or exceptional circumstances**

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| Please give us the details of your mitigating or exceptional circumstances, including details of how you believe they have affected your studies, and which qualifications are potentially affected. Please include details of dates and timescales involved (for example, how long a particular illness affected you). |
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| **Please provide evidence of the above. Ideally, this would include a supporting letter from your school/college, and medical evidence as appropriate.** |

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| Where relevant, have any special arrangements been put in place by your school/college or exam boards, relating to your assessments? If yes, please give further details. |
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**Section 4: Declaration**

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| I confirm that the information that I have provided is a complete and accurate account of the circumstances. I understand that Lancaster University will use this information in line with our privacy notice, and may discuss the information with colleagues in academic departments or faculties. | |
| Signature |  |
| Date |  |