# Extenuating circumstances form

For 2019/0 undergraduate applicants or offer holders

## Introduction

Use this form to report extenuating circumstances that have affected an undergraduate applicant or offer holder to LSE. Please ensure that you have read our Guidance on Extenuating Circumstances before completing this form. If you require either document in an alternative format, please contact us (details at the bottom of this form).

## Deadlines:

For applicants: Please submit within two weeks of application. We cannot guarantee to overturn an adverse decision if this form is received after this point.

For offers holders: Submit as soon as possible after the onset of the circumstances and always by the deadline below:
- For offer holders studying the International Baccalaureate: Friday 28 June 2019
- For offer holders studying A levels or any other qualification: Thursday 1 August 2019

We cannot guarantee to give equal consideration to extenuating circumstances received after these deadlines.

## Student details:

<table>
<thead>
<tr>
<th>UCAS Personal ID:</th>
<th>LSE ID (if known):</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name:</td>
<td>Family name:</td>
</tr>
<tr>
<td>Date of birth:</td>
<td>Date of application (if known):</td>
</tr>
</tbody>
</table>

## Programme applied for:

## Details of person completing this form:

<table>
<thead>
<tr>
<th>Full name:</th>
<th>Relationship to applicant:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address:</td>
<td>Daytime phone number:</td>
</tr>
</tbody>
</table>

| Institution (e.g. school or hospital name): | |
| Are you the applicant’s UCAS referee? | |

If not, may we contact the applicant’s UCAS referee to confirm the details provided?

## Description of extenuating circumstances

<table>
<thead>
<tr>
<th>Are the circumstances:</th>
<th>Medical</th>
<th>Teaching Issues</th>
<th>Domestic/Personal</th>
<th>Other</th>
</tr>
</thead>
</table>

Please describe the circumstances you wish us to consider

Please ensure the date and duration of the circumstances are clear. If you have complex or multiple extenuating circumstances you may like to consider describing them in a timeline format.

Please return this form via email to ug.admissions@lse.ac.uk or post to UG Admissions, LSE, Houghton St, WC2A 2AE
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#### Effect on education
If not already described above please tell us:
- The dates and durations of any student or teacher absences as a result of the above circumstances
- Whether one subject or unit has been particularly affected over others
- Any supporting information you have regarding the student’s academic ability prior to the circumstances occurring (e.g. mock exam results, coursework grades)

#### Were/have the relevant exam boards been contacted?
| If yes, please describe the outcome (if known): | If no, why not? |

#### Supporting evidence
Have you included any supporting evidence?  
*Please see guidance on whether evidence is required*

Please give a brief description of the attached supporting evidence (e.g. 2 doctor’s letters):

#### Declaration
I declare that I have read the Guidance on Extenuating Circumstances and, to the best of my knowledge, the information described above and in any additional attachments is accurate. I understand that if a candidate knowingly submits false information this may lead to their application being cancelled or their place at LSE being withdrawn.

| Name: | Date: |

#### Updates
If an applicant’s circumstances change (for better or worse) after the submission of this form please inform the Undergraduate Admissions Office via email as soon as possible.

#### Data Protection
Your right to privacy is important to us. The personal information that you submit in this form will only be used to put your academic achievements in their correct context; students will not be disadvantaged for disclosing a medical problem or other extenuating circumstances. Please visit lse.ac.uk/privacy to read our Privacy Policy and learn more about how we collect and use information about you so that you can make an informed choice about submitting this form.

**By ticking this box you confirm that you have read and agree to our Privacy Policy.**

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