

Extenuating circumstances form

For 2016/7 undergraduate applicants or offer holders



THE LONDON SCHOOL
OF ECONOMICS AND
POLITICAL SCIENCE

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 30 June 2017

For offer holders studying A levels or any other qualification: Tuesday 1 August 2017

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

Student details:	
UCAS Personal ID:	LSE ID (if known):
First name:	Family name:
Date of birth:	Date of application (if known):
Programme applied for:	

Details of person completing this form:	
Full name:	Relationship to applicant:
Email address:	Daytime phone number:
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				
Are the circumstances:	Medical	Teaching Issues	Domestic/Personal	Other
Please describe the circumstances you wish us to consider <i>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.</i>				

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.