**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 29 June 2018

For offer holders studying A levels or any other qualification: Wednesday 1 August 2018

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

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| **Student details:** |
| UCAS Personal ID: | LSE ID (if known): |
| First name: | Family name: |
| Date of birth: | Date of application (if known): |
| Programme applied for: |
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| **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?  |
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| **Description of extenuating circumstances** |
| Are the circumstances: | Medical | Teaching Issues | Domestic/Personal | Other |
| **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.*  |
| **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)*
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| Were/have the relevant exam boards been contacted?  |
| If yes, please describe the outcome (if known): | If no, why not? |
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| **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: |
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| **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.  |

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| **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](http://www.lse.ac.uk/lse-information/privacy-policy) 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.* |