

## Extenuating circumstances notification

Applicants should refer to the guidance on our website ([www.bristol.ac.uk/applicants/applicants/extenuating-circumstances](http://www.bristol.ac.uk/applicants/applicants/extenuating-circumstances)) prior to completing the form. Both parts of the form must be completed before submission to [bristol-ifp@kaplan.com](mailto:bristol-ifp@kaplan.com). Do not send the form to the details provided on the website guidance as this is for undergraduate student requests only. We may request additional information where necessary.

### Part 1 (To be completed by the applicant)

#### Personal details

Student's full name:		Kaplan Student ID:	
Student's Date of Birth:		Student's email address:	
Course Title(s) and Code(s):			
<p><b>Please list the qualifications/examinations which have been, or are likely to be affected</b> e.g. GCSEs, A levels:</p>			
<p><b>Have the relevant exam boards been notified of these circumstances? If NO, will they be?</b> YES / NO <i>(please delete as appropriate)</i></p>			
<p><b>Applicant declaration</b> I confirm that the above statement is a complete and accurate record and that no relevant information has been knowingly omitted. I give my consent to the storage and use of this information by Kaplan International Pathways and the University of Bristol.*</p>			
<b>Signature:</b>		<b>Date:</b>	

All forms must be accompanied by a statement from a relevant third party corroborating the information in the applicant statement. This can either be provided in the section on the next page or attached as a separate document.

**All medical circumstances must be accompanied by a statement from a medical professional. All documents and statements must be in English or include a certified translation.**

**Medical or other evidence attached?** *Please briefly outline what documents are attached.*

If no additional documents are attached the following section **must** be completed.

## Part 2 (To be completed by a relevant third party)

Relationship to  
applicant:

**Supporting statement** Please include all relevant information and if possible include specific dates/timings of events to corroborate the applicant's circumstances.

### Supporting declaration

I confirm that the above statement is a complete and accurate record and that no relevant information has been knowingly omitted. I also give my consent to the storage and use of this information by Kaplan International Pathways and the University of Bristol.\*

Signature:

Date:

Print Name:

Once fully completed, please return the form and any additional documents to [Bristol-ifp@kaplan.com](mailto:Bristol-ifp@kaplan.com)

\* Please note that any information you provide may be shared with the relevant faculty/department or student support services, should you accept an offer of a place from the University of Bristol.  
All personal information supplied on this form will be held in accordance with the Data Protection Act 1998