

Staffordshire University Extenuating Circumstances Supporting Statement Pro-Forma



All requests for extenuating circumstances **must** be supported by relevant and independent evidence, from a third party, such as a Doctor's letter or certificate, or a counsellor's statement. Supporting statements from University staff such as Personal Tutors or Student Guidance Advisors will also be accepted as evidence. The University will not accept self-certification of your own circumstances or other evidence which is not supplied by an independent party.

For completion by the student EC Request Reference Number (can be found on the top of the on-line Extenuating Circumstances Request)
ECR Reference Number:

For completion by an independent party Supporting Statement Details			
Full Name:		Role:	
Authority / Organisation		Date:	
Telephone Number:		Signature:	
If the circumstance covers more than one module/course component this proforma need only be completed once. Please provide a brief outline of the extent to which, in your professional judgement, the student was/will be affected by the circumstances and the dates to which his/her circumstances apply.			
Official Stamp: Where no official stamp is available, a supporting statement must be supplied on headed paper.		Once completed the student should upload this form to accompany the on-line Extenuating Circumstances Request or submit the form to the Student Hub at Stoke, Information Point located at Stafford or Shrewsbury, or e-mail to Ext.Circs@staffs.ac.uk .	