

Staffordshire University Exceptional Circumstances Supporting Statement Form

All requests for exceptional 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 Exceptional Circumstances Request Reference Number
ECR Reference Number: _____ (This number can be found on the top of your on-line Exceptional Circumstances Claim)

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 form only needs to 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 the 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 Exceptional Circumstances Claim or e-mail to Ext.Circs@staffs.ac.uk	