



Lincoln College

UNIVERSITY OF OXFORD

Extenuating Circumstances Form Undergraduate Admissions

This form is to be used to notify Lincoln College's Admissions Office of extenuating circumstances affecting applicants holding conditional offers. It should be completed and returned to the College as soon as possible after the school becomes aware of extenuating circumstances, and by **10 August 2023** if at all possible.

We are committed to protecting the privacy and security of personal information that we process in relation to applications. We may, where relevant and necessary, need to share information with third parties or with colleagues within the University. For further information, please see the Lincoln College Privacy Policy (<https://lincoln.ox.ac.uk/asset/privacy-policy.pdf>) and the University's Undergraduate Applicant Privacy Notice (www.ox.ac.uk/admissions/undergraduate/undergraduate-applicant-privacy-notice).

This form can be submitted by email to admissions@lincoln.ox.ac.uk.

STUDENT DETAILS

Full Name

Date of Birth

College Course Name

UCAS Personal ID

Is the student aware that you are completing this form on their behalf?

Yes

No

NATURE OF EXTENUATING CIRCUMSTANCES

Ill health

Main carer responsibilities

Serious health problem of a close family member

Bereavement

Disability

Teaching issues

Other (please specify):

Have other students been affected by the extenuating circumstances you are reporting?

Yes

No

If you answered 'yes', please provide details:

EXAMINATIONS AFFECTED

Qualification	Subject	Areas of study or papers/units affected and % of overall qualification the unit(s) represent(s)	Was the exam board notified of these extenuating circumstances?

SUPPORTING STATEMENT

Please set out all relevant information. If possible, please include details of specific events or timings of events to corroborate the effect of extenuating circumstances. Continue on a separate sheet if necessary.

MEDICAL OR OTHER SUPPORTING EVIDENCE			
Details of documents attached:			
Details of documents to follow separately:			
SCHOOL CONTACT DETAILS			
Please provide the name of a school contact available on A-level results day, 17 August 2023*			
Full Name			
Job Title			
Email Address			
Telephone Number			
*If this school contact is not the offer holder's referee, please ask the offer holder to sign and date at the bottom of this form to confirm that they are happy for us to discuss their application with the contact named above.			
DETAILS OF THE SCHOOL REPRESENTATIVE COMPLETING THIS FORM			
<i>By completing this section, you are confirming that the information provided in the extenuating circumstances form is a complete and accurate record, and that no relevant information has been knowingly omitted. You are also giving consent to the storage and use of this information by Lincoln College in accordance with Data Protection regulations.</i>			
Full Name			
Job Title			
Relationship to Applicant*			
Email Address			
Telephone Number			
Signature		Date	
*If you are not the offer holder's UCAS referee, please ask the offer holder to sign and date below to confirm that they are happy for us to discuss their application with you.			
OFFER HOLDER SIGNATURE			
<i>By completing this section, you are confirming that you give your permission for Lincoln College's Admissions Office to discuss your application and any contextual information provided on this form with the school representative and A-level results day contact named above.</i>			
Signature		Date	