

# Application for Special Consideration

**Further Education**

The application **must** be completed and submitted in advance of the original submission deadline.

Complete all yellow highlighted sections of the form and email to feadministrators@leeds-art.ac.uk.

## Your details

Your name: Input your name

Your student ID: Input your student ID (if known)

Your course: Input your course

Your pathway/group: Input your pathway / group

Your course/personal tutor: Input the name of your tutor

## Unit / brief details

Unit title: Input the unit title

Brief title: Input the name of the brief

Original submission date: Select the date of the original deadline

## Details of Special Consideration application

#### Please tick the category in which the Special Consideration applies:

[ ]  Medical [ ]  Bereavement [ ]  Personal

[ ]  Other, please specify: If ‘other’, input the reason for your application

#### **Details of the Special Consideration:**

Please explain in detail the nature of the problem and how you believe this has impacted on your ability to submit work to the stated deadline.

Input text here

**How much time have you lost on the project**? (i.e. how many days have you been unable to work)?

Input the number of days here

**How much time do you anticipate you may need to complete your work?** (in days)

Input the number of days here

## **Evidence in support of application**

You must submit supporting documents or evidence with your application. Examples of the types of evidence normally accepted in support of a Special Consideration application are included below.

## Please tick the type of evidence submitted with this form or previously to the course area:

[ ]  Medical [ ]  Crime report number [ ]  Letter from third party

[ ]  Other, please give details: If ‘other’, input the type of evidence submitted

## **Confirmation**

I confirm that the special consideration and supporting evidence are genuine and understand that any false claim could be subject to disciplinary action.

Signature: Input your name Date: Select date

#### Examples of evidence normally accepted in support of an application

**Please note:** A supporting statement from family or friends is not sufficient evidence to support an application. Third party confirmation is limited to letters/statements/certificates from a professional organisation or individual as in the examples below.

* **Short term or sudden illness, or worsening of a pre-existing medical condition or disability**

Medical note; letter or certificate from GP, hospital consultant, medical centre, dentist, or health practitioner such as physiotherapist or osteopath; GP/hospital appointment cards (showing name/dates); prescription or medicine labelling (showing name/dates).

* **Death of a close relative or friend**

Death certificate; funeral order of service; death notice (i.e. from newspaper or online); documentation from GP or counsellor on how the bereavement has affected the student.

* **Personal or domestic problems**

Letter from University or external counsellor.

* **Unforeseen transport difficulties** (does not include previously announced strike action)

Letter from transport company.

* **Criminal investigation or proceedings, litigation, other legal matters**

Solicitor’s letter; police crime report and number.

* **Theft or burglary**

Police crime report and number.