

# Extenuating Circumstances Form

## Background

The Extenuating Circumstances Form is designed to ensure that all Cambridge Colleges have the information they require in order accurately to assess applicants who have experienced particular personal or educational disadvantage. It helps Admissions Tutors by providing, first, context against which they can judge the academic record of an applicant, and, secondly, information useful in assessing an applicant's performance at interview.

The form should be used where an applicant's education has been **seriously disrupted or disadvantaged** through health, disability, difficulties with schooling, or challenging personal or family circumstances.

While Cambridge Colleges look for potential as well as achievement in their applicants, they have to be sure that students who receive offers are well suited to the specific course for which they have applied. Undergraduates need to be highly motivated and have sufficient background knowledge to cope with the challenging nature of Cambridge courses. Applicants are strongly advised to read the University of Cambridge *Undergraduate Prospectus* or website ([www.undergraduate.study.cam.ac.uk](http://www.undergraduate.study.cam.ac.uk)) carefully before applying, and to ensure that they understand the structure of the course they hope to study.

It is important that any extenuating information is provided to the relevant Cambridge College at the point of application. Failure to declare relevant information cannot be used as grounds for an admissions complaint later in the process.

## Procedure

A separate form must be completed by the school/college for each applicant whose serious extenuating circumstances are to be considered. Please include any information on the form that you think is relevant.

It is hoped that completing this form will not involve staff in schools/colleges completing significant additional work, and that it will be of great benefit to applicants and Colleges.

## Important notes

Schools/colleges considering whether to endorse an applicant's form are asked to note the points below.

1. The sort of circumstances it would be appropriate to inform us of via this form include:
  - a serious, acute or chronic medical condition (especially since the age of 14)
  - significant caring responsibilities, or recent bereavement or serious illness within close family
  - living independently of the family (estranged students)
  - any kind of serious disruption due to adverse family circumstances
  - serious disruption to educational provision at school/college
  - other circumstances where disruption has occurred – the school/college is welcome to contact a College admissions office to discuss an applicant's particular circumstances
2. The Extenuating Circumstances Form should normally be submitted by the applicant's school/college, but, in those rare cases where the applicant's school/college is unaware of the full circumstances, a doctor or social worker may complete the form on the applicant's behalf.

# Extenuating Circumstances Form

This form should be completed by a teacher/tutor at the applicant's school/college. It should be sent to the Admissions Office of the applicant's chosen College or, in the case of open applicants only, to the Cambridge Admissions Office. If confidential or sensitive information is involved, we strongly encourage you to password protect the document and ensure you provide the password to the relevant Admissions Office.

**Applicant's name:** \_\_\_\_\_ **Date of birth:** \_\_\_\_\_

**Applicant's UCAS Personal ID:** \_\_\_\_\_

**Subject applied for:** \_\_\_\_\_

**Cambridge College applied to:** \_\_\_\_\_  
[leave BLANK if making an open application]

**Name of teacher completing this form**  
**Title: Dr / Mr / Mrs / Miss / Ms / Other:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**School/college name:** \_\_\_\_\_

**Contact telephone number:** \_\_\_\_\_

**Contact email:** \_\_\_\_\_

**Has the applicant left school/college?** Yes / No

**Is the applicant aware that he/she is having this form completed on his/her behalf?** Yes / No

Please describe below the relevant extenuating circumstances and detailing, if appropriate, any educational disruption this may have caused.

Signed: \_\_\_\_\_  
(Teacher/tutor signature)

Date: \_\_\_\_\_

If the information on this form is to be taken into account when Colleges are deciding which applicants to call for interview, it must arrive by 15 October. Forms received thereafter will be considered as part of post-interview decision-making, and should be sent at the earliest opportunity. The final deadline for the submission of forms is 30 November. **The form should be sent to the Admissions Office of the applicant's chosen College** or, in the case of open applicants only, to the Cambridge Admissions Office, Fitzwilliam House, 32 Trumpington Street, Cambridge CB2 1QY ([admissions@cam.ac.uk](mailto:admissions@cam.ac.uk)). **Please note that an electronic signature and return by email is preferred.**

In the event that an applicant's circumstances change following the submission of this form, please inform the chosen College or the Cambridge Admissions Office for open applications as soon as possible.