



REQUEST TO REMOVE LATE SUBMISSION PENALTIES FROM ASSESSED COURSEWORK

This form must be completed where a student believes that medical or other mitigating circumstances delayed the submission of their work. The student should provide all relevant independent documentary evidence and submit it with this form and their coursework. Your application will be considered by the Academic Lead for Student Progress or equivalent. If your application is upheld the late submission penalty will be removed from your assignment mark and you will be informed of this decision by email within four weeks of the assessed coursework being submitted. Please submit this form with supporting documentation to the Student Support Centre, School of Law and Social Justice at the same time as the assessed coursework.

Table with 2 columns and 7 rows: Full Name, Student ID, Degree Programme, Module Code/Title, Type of Assessment (essay, dissertation etc), Deadline date, Date work submitted

Reason for late submission (please attach independent medical or other documentation as appropriate, you may use additional paper if required)

Two horizontal dotted lines for text entry.

Student Declaration:

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge. I consent to the information being used by appropriate staff, and understand that it will be treated in the strictest confidence. Any information and supporting documentation provided must be considered as highly confidential and access to them must be restricted to:

- Professional Services staff who provide support to the Academic Lead for Student Progress or equivalent (for students on online programmes, this shall include appropriate members of staff of Laureate Online Education e.g. their Student Support Manager).

By submitting personal and sensitive information (such as a medical note), in support of a claim for the removal of late penalties, I am giving my express written permission for this information to be passed on to those persons listed above in order that decisions may be made in relation to my claim. In addition, unless I expressly withdraw this permission, the information will be made available (where relevant) to those University staff who are involved in the University's various appeals procedures should I enter any of those procedures (e.g. Progress Appeals, Assessment Appeals).

Signature:.....Date:.....

For SSC office use only (please tick boxes where applicable):

Form for SSC office use including fields for Penalty (%), Approved (Yes/No), Reason if not approved, Supporting documentation (tick), and Signed (Academic Lead for Student Progress or equivalent).