

# 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 or home life 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 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 significant additional work, and that it will be of great benefit to applicants and the Cambridge Colleges.

## Important notes

When considering whether to endorse an applicant's form please note the points below.

1. The circumstances of which it would be appropriate to inform us 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
  - where the applicant has been the victim of a serious crime
  - other circumstances where disruption has occurred – the school/college, doctor or social worker 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 cases where the applicant's school/college remains unaware of the full circumstances, the applicant's 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, or by the applicant's doctor or social worker. 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 person completing this form**  
**Title: Dr / Mr / Mrs / Miss / Ms / Other:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Relationship to the applicant (e.g. teacher/doctor/social worker):** \_\_\_\_\_

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

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

**Applicant's school/college name:** \_\_\_\_\_

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

**The applicant is aware and content with this form being completed on their behalf**   
*We will be unable to consider the information provided unless you specifically confirm that the applicant is aware and content with this information being supplied to us.*

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

Signed: \_\_\_\_\_

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 22 October. Forms received thereafter will be considered as part of post-interview decision-making, and should be sent at the earliest opportunity. **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.