

**LATE SUBMISSION OF COURSEWORK FORM (Extenuating Circumstances)**

This form must be completed if you are claiming extenuating circumstances for the late submission of assessed coursework. The completed form must be submitted together with appropriate documentary evidence to Student and Academic Services no later than 2 working days after the deadline. If you do not submit a claim within this time frame your application will not be considered

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| Full Name: |  | Student and Academic ServicesDate and Time Stamp |
| Student Number: |  |
| Year of Study: |  |
| Programme of Study e.g BA History of Art: |  |
| Title and code of module e.g Frameworks: |  |
| Coursework Number and Title |  |
| Coursework Deadline: |  |
| Date and Time Coursework submitted: | Date:  | Time: |

 **(1)** **What is the nature of your claim?** *Please give your reasons for late submission*

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1. **List below any documentation submitted in support of your request**.The Courtauld reserves the right to reject cases where evidence is not provided.

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1. **If you have spoken to a member of staff or a support service about your situation please fill in the details below. Although we do not routinely contact staff, we may need to contact them for further information.**

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| **Name of Staff member or Service:** |  |
| **Date contacted:** |  |
| **Please give brief details:** |  |

**SIGNED: DATED:**

*Students should sign and return the completed form, with supporting documentation to Student and Academic Services*

***For office use only:***

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| **Outcome of request:** | **APPROVED/NOT APPROVED** |
| **Comments:** |  |
| **Signature of the Head of Examinations** |  |
| **Date:** |  |
| **Copied to:** |  |

**Please return this form to Records & Assessment Officer, Student and Academic Services, The Courtauld Institute of Art, Somerset House, Strand, London, WC2R 0RN or e-mail the completed form together with your evidence to: examinations@courtauld.ac.uk**