

# Student Mitigation Form

***Please refer to the Mitigation Procedure. Once completed this form must be passed on to a member of the course team to complete the section on the second page. This form cannot be submitted without the signature of a member of staff.***

<b>Student ID. Number:</b>	
<b>Full Name:</b>	
<b>Address:</b>	
<b>Post Code</b>	<b>Tel:</b>
<b>Email:</b>	

<b>Course Title:</b>		
<b>Module Title:</b> <i>(if you are applying for mitigation for more than 1 assignment, please list each title below)</i>	<b>Module Assignment Component – Breakdown:</b> <i>(if you are applying for mitigation for more than 1 assignment, please list each title below)</i>	<b>Submission Date(s):</b>
1)		
2)		
3)		
4)		
5)		
<b>1<sup>st</sup> Submission</b> <input type="checkbox"/> <b>Re-submission (2<sup>nd</sup> Submission)</b> <input type="checkbox"/>		
<b>Mitigating/extenuating Circumstances (supporting evidence must be provided):</b>		
<b>Student's Signature .....</b> <b>Date .....</b>		

**Tutors Comments:**

**Tutors Name** ..... **Signature:** ..... **Date** .....

Please submit the completed form via the mailbox [Higher.Education@ncclondon.ac.uk](mailto:Higher.Education@ncclondon.ac.uk)