

# Personal Mitigating Circumstances & Interruption of Study Form Guidance Document

## Information

- Students are required to consult the Personal Mitigating Circumstances and Interruption of Study procedure before completing an application form
- PMC Applications must normally be submitted no later than ten working days after the due date of your assessment or in the case of examinations ten working days after the date it was originally arranged.
- Please ensure that the application is completed in full before submitting. Failure to complete the form in full will delay your application. **Note:** the Student Administration Manager will always try to contact you, for security purposes, through the College email system; only where students are no longer enrolled at the College will they contact you through a personal email account.
- It is recommended that you seek assistance in completing the form from your Programme Leader, the HE Learning Mentors (HELMs) or the Student Administration Manager.

## Contact Details

**HELM:**  
[HELMinfo@blackpool.ac.uk](mailto:HELMinfo@blackpool.ac.uk)  
01253 504494

**Student Administration Manager:**  
[mitigating.circumstances@blackpool.ac.uk](mailto:mitigating.circumstances@blackpool.ac.uk)  
01253 504526

## Supporting Evidence

Evidence must clearly relate to the specific dates when the circumstances were applicable. Failure to provide evidence may result in the application not being accepted. Advice relating to the types of evidence which may be provided to support your application can be found in section B1: Personal Mitigating Circumstances & Interruption of Study - <http://www.blackpool.ac.uk/he-regulations>

Students should make every effort not to provide details in support of an application that relate to a third party. Evidence where possible should identify the effect any circumstances have had on themselves. Where such evidence is provided, under GDPR Article 14, the College may be required to notify third parties that it is processing their data.

## Submission

Once complete submit your application either:

- via e-mail to [mitigating.circumstances@blackpool.ac.uk](mailto:mitigating.circumstances@blackpool.ac.uk) (please use your College e-mail)
- via post to the HE Student Administration Manager, University Centre, Blackpool and The Fylde College, Bennett Avenue, Blackpool, FY1 4EE
- in person at the reception of any campus, addressed to the HE Student Administration Manager, University Centre

**Note: If you choose to submit your application by email you are not required to sign the form however:**

- i. By submitting you confirm that the information is a true and accurate record and that you have read and understood B1 - Personal Mitigating Circumstances and Interruption of Study Procedure.
- ii. You also consent to share any information held by and shared with other departments by the College as necessary to assess your application and support you in your studies.