



## British Gymnastics – Education

### Application for Extenuating Circumstances

Please complete all fields and return to the course organiser within 15 working days of the final day of your course. You must read the guidance notes prior to completion and submission. Extenuating Circumstances (EC) guidance notes can be found on our website. All sections must be completed **in full** to ensure appropriate consideration.

#### Learner details

Name:

Date of Birth:

Address (incl. Postcode):

Email:

Contact telephone number:

BG Membership Number:

Course:

Discipline:

Course ID:

Course venue:

Date of course:

## Details of the nature of the circumstances

Extenuating Circumstances are serious and exceptional circumstances or events which are unexpected and unavoidable. Examples of these may be serious illness or accident, death or serious illness of a close relative or friend.

Some examples of problems that are **NOT** normally valid as reason for ECs are:

- Minor medical conditions such as: colds, headaches, minor accidents or injuries, sleeping problems and minor anxiety and stress.
- Social obligations and similar avoidable commitments such as holidays, weddings, parties and sporting fixtures.

### Indicate below the nature of the circumstances:

- a serious personal illness
- the death, or serious illness, of a close family member or friend
- other sudden or unforeseen circumstances beyond reasonable control

**Details:** You must demonstrate how you believe the circumstances affected your attendance

Details of ECs should be brief but include all relevant facts and **must** be supported by evidence from an independent source, e.g. a medical practitioner. All supporting documentation must be dated and relate specifically to the duration of the course claimed on the form.

Evidence to support ECs of a non-medical nature could include a statement from a person who can verify your circumstances from a position of authority and whose evidence is impartial and objective.

**Please list the documentary evidence you are submitting to support your application  
e.g. medical certificate etc.:**

Type of documentation:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Declaration**

I declare that the information on this form is correct and complete to the best of my knowledge and I authorise British Gymnastics to, if required, make enquiries to verify the accuracy of the information I have supplied.

Signature:

Date: