



## British Gymnastics – Education

### Application for Extenuating Circumstances and Course Transfers

This form is applicable once cancellation charges apply for either a course or assessment. Please complete all fields as directed and return to the course organiser. You must read the guidance notes prior to completion and submission. Extenuating Circumstances (EC) and Course Transfers guidance notes can be found on our website. Please ensure you complete all of Part 1 and then either Part 2.1 or 2.2.

#### What are you applying for?

- Extenuating Circumstance (please complete Part 1 and Part 2.1)
- Course Transfer (please complete Part 1 and Part 2.2)

#### Part 1

#### Learner details

Name:

Date of Birth:

Address (incl. Postcode):

Email:

Contact telephone number:

BG Membership Number:

Course:

Discipline:

Course ID:

Course/assessment venue:

Date of course/assessment

## Part 2.1

### Details of the nature of the circumstances

Extenuating Circumstances are serious and exceptional circumstances or events which are unexpected and unavoidable. In order to apply for an Extenuating Circumstance you must submit supporting evidence with your application. 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. \_\_\_\_\_

**Was a host or tutor made aware of the situation?**

Yes

No

## Part 2.2

### Details of the request for course transfer

A transfer is when an individual has booked onto a course and is no longer able to attend, or has missed one of the sessions, but they do not meet the requirements necessary for an extenuating circumstance. In this instance an individual may transfer to a new course, where availability allows this. Where the learner has missed a session they must submit this request within one week of the missed session and they will not be able to attend any further course sessions. Failure to do so will result in the learner having to book onto and pay for a new course.

#### 2.2.1 Have you attended any of the course delivery sessions?

Yes (if yes, please complete section 2.2.2 and 2.2.3)

No

#### 2.2.2 What is the date of the session you have missed?

#### 2.2.3 What is the date of the next session due to be undertaken?

#### The fees for completing a transfer are outlined below:

|                                      |      |
|--------------------------------------|------|
| UKCC Level 1 .....                   | £100 |
| UKCC Level 2 .....                   | £125 |
| Level 3 Coaching Theory .....        | £100 |
| Level 3 Technical Module.....        | £40  |
| Level 4 and 5 .....                  | N/A  |
| Preschool.....                       | £60  |
| Disability Awareness.....            | £25  |
| Helper.....                          | £30  |
| Time to Listen.....                  | N/A  |
| Level 1 Add on Module .....          | N/A  |
| Level 2 & 3 Add on Module .....      | £25  |
| Gymnastics Activity Instructor ..... | £125 |

#### 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: