

Extenuating Circumstances Form (ECF) – 2024 entry

This document outlines the questions you will be asked when completing the Extenuating Circumstances Form (ECF).

Please read through this carefully and ensure you have all of the information you will need to hand before you start completing the form. You will need to complete the form in one sitting – it is not possible to save and return to it later.

Section 1 – Introduction

Extenuating circumstances

We know that serious things that have happened, or are happening, in an applicant's life can have a big impact on their studies. These are called extenuating circumstances. It's important that you let us know about an applicant's extenuating circumstances so that we can consider them when we assess their application.

We use this form to help us fairly assess applicants who have experienced specific or severe personal or educational disadvantage. Admissions Tutors use the information to contextualise the academic record and interview performance.

Who should complete this form

An applicant's teacher, doctor or care worker should complete our extenuating circumstances form.

If an applicant is reporting minor issues or things that happened a long time ago and there is no one who can complete it for them, they can complete the form themselves.

If you are completing extenuating circumstances forms for more than one candidate, you should complete a separate form for each applicant. Please include any information that you think is relevant.

The circumstances when you should use this form

These are some examples of situations that we would appreciate having more information about during the application process:

- if you have a serious acute or chronic medical condition, such as leukaemia
- death of a close family member, such as a parent, legal guardian, child, sibling or partner
- being a victim of serious crime, such as a physical assault
- the impact of ongoing medical conditions, disabilities, learning difficulties or mental health conditions. You can also declare these on your UCAS application. You will also be asked about any adjustments (like extra time) you might need for interview at a later stage so you don't need to submit those via the ECF
- someone stealing your work
- experiencing a terrorist incident, war
- if you're a refugee or have an asylum background

- experiencing a natural disaster, such as an earthquake
- experiencing a major fire in your home
- if your family experienced a breakdown, for example your parents got a divorce
- if you are estranged from your family, which means you're not in touch with them
- being evicted from your home
- experiencing racial trauma, or race-based traumatic stress
- significant and ongoing caring responsibilities, for example caring for a close family member
- jury service or attending court or tribunal as a witness, defendant or plaintiff

Situations that are not usually extenuating circumstances:

- disruption to your education because of Covid. Let us know about the impact the Coronavirus has had on your education over the last 12 months in the Additional Applicant Information Form (AAIF) instead
- minor illnesses or injuries, such as colds, headaches, hay fever
- stress, related to taking exams or assessments
- financial problems or employment issues
- Visa problems
- not revising and preparing on time
- going away somewhere, for example on holiday

Contact the College admissions office for advice if the applicant's circumstances do not seem to be covered by the examples given.

When to submit the form

You need to complete and submit the form around the same time as the applicant submits their application to the University.

For applications by the UCAS deadline of 16 October, we need this form by 23 October 2023. This is so we can consider the information when deciding which applicants we invite for interview. If the applicant's circumstances change after you have submitted the form, or if there is additional supporting information you need to make the College Admissions Office aware of after the deadline, please contact them directly. In the case of Open applications, please contact the Cambridge Admissions Office. Any information received after the deadline will be considered as part of the post-interview decision-making process.

For applicants to the Foundation Year, we need this form by 7 February 2024. This is so we can consider the information when deciding which applicants we invite for interview. If the applicant's circumstances change after you have submitted the form, or if there is additional supporting information you need to make us aware of after the deadline, please contact the Foundation Year team by emailing foundation.year@admin.cam.ac.uk. Any information received after the deadline will be considered as part of the post-interview decision-making.

For mature applicants in the second round, we need this form by 8 March 2024. This is so we can consider the information when deciding which applicants we invite for interview. If the applicant's circumstances change after you have submitted the form, or if there is additional supporting information you need to make the College Admissions Office aware of after the deadline, please contact them directly. Any information received after the deadline will be considered as part of the post-interview decision-making.

Failure to submit this form

If we are not advised about an applicant's extenuating circumstances, they cannot use them as grounds for a complaint about the application process.

Section 2

Q1 Is the applicant aware of and content with this form being completed on their behalf?

We will be unable to consider the information provided unless you specifically confirm that the applicant is aware of and content with this information being supplied to us.

Section 3

Q2 Applicant's First Name (Given Name)

Q3 Applicant's Last Name (Family Name)

Q4 Applicant's Date of Birth (if known)

Q5 Applicant's UCAS personal ID

(The UCAS Personal ID is a ten digit number you received when you registered with the Universities and Colleges Admissions Service (UCAS) – it is displayed in a 123-456-7890 format on every email UCAS sends you. Please do not include the dashes when you enter your UCAS personal ID.)

Q6 Which College has the applicant applied to

Choose either:

- *the name of the College*
- *'Open application' - if the applicant is applying with an Open application*
- *'Foundation Year in Arts, Humanities and Social Sciences (pre-degree course)' - if the applicant is applying for the Foundation Year*
- *'Unknown' - if you do not have this information*

Q7 Which Cambridge Course has the applicant applied to

Please enter 'Unknown' if you do not have this information

Section 4

Q8 Name of the person completing the form

Q9 Relationship to the applicant (e.g. teacher/doctor/social worker):

Q10 Your Contact telephone number

Q11 Your Contact Email address

Q12 Has the applicant left school/College

Q13 Applicant's school/College name (if known)

Q14 Please describe below the relevant extenuating circumstances and detail, if appropriate, any educational disruption these may have caused:

Section 5 – Submit

Click the arrow button to submit you Extenuating Circumstances Form