

Employer supporting information/comments

Employer signature	
Date:	

Candidates signature	
Date:	

OFFICE USE ONLY

QP members	
Review date	
Request	UPHELD / NOT UPHELD

Information to be provided to the candidate

QP Member signature	
QP Member signature	
QP Member signature	
CTSI Executive signature	

The form should be completed without delay and before **1st February** to ensure CTSI are made aware as quickly as possible of your extenuating circumstance.

Please Note: We will no longer accept applications after **1st February** for Coursework and Portfolios only.

Forms should be emailed to: qualifications@tsi.org.uk. You will receive a holding email to ensure receipt of your Extenuating Circumstances form being received.

The Education team will be in contact with you regarding the outcome of your request within 10 working days of your application.