



## **Mitigating Circumstances Evidence Provided by Student Wellbeing Services Guidance for Students**

### **Circumstances Where Mitigating Circumstances (MC) Evidence Can Be Provided by Student Wellbeing Services**

Student Wellbeing Services will supply supporting evidence, normally a letter, for students where:

- The student is in contact with and receiving advice and guidance, and/or other support from any of the Wellbeing Services.
- The circumstances relevant to the MC request are known to the member(s) of staff supporting the student.
- The Wellbeing member(s) of staff concerned are satisfied that the evidence they can provide constitutes “acceptable circumstances” for an MC request as defined in the [Mitigating Circumstances Policy](#).

### **Circumstances Where Student Wellbeing Services Will Not Normally Provide MC Evidence**

Student Wellbeing Services will not normally provide MC evidence where one or more of the following apply:

- The student contacts Wellbeing, including where the student has been referred to Wellbeing, solely to obtain MC evidence and does not require support from any Wellbeing services.
- The student’s circumstances relevant to their MC claim are not known to Wellbeing.
- Evidence is requested for retrospective events which are non-verifiable.
- Where the only evidence Wellbeing could produce would solely be based on what the student tells us and only be a report of the conversation with the student.
- Where alternative sources of evidence are, or should be, available to a student e.g. from a GP or external health practitioner.

### **Students Will Still Receive Wellbeing Support**

None of the above excludes the student from support from Student Wellbeing Services, nor for Wellbeing to provide evidence if students are in crisis and require immediate support at short notice during their assessments. Nor does this exclude the student from pursuing alternative sources of evidence.