



Acupuncture Foundation Course

Submission of Mitigation/Deadline Extension Form

Please Note: The deadline for submitting your mitigation or deadline extension is **seven days** prior to the hand in date of your final assessment. Only evidence submitted on time and with this form can be considered. The extension must be agreed by your tutor. Once the form is completed, please send two copies to your tutor, who will return one to you and forward the other to the AACCP office. Attach your copy when you hand in your assignment to show that an extension has been agreed.

Trainee details

Name: _____ Date: _____

HPC No: _____ CSP No: _____

Course dates: _____ Dates attended: _____

Summary of mitigating circumstance or reason for extension (please circle below)

My own medical condition

Bereavement

Family Circumstances

Unplanned alteration in work environment/practice

Other/Multiple

(eg alteration of working practices/rotation/redeployment etc)

Nature of supporting evidence attached:

Medical Certificate

Death Certificate

Police Report

Other (please provide details): _____

Please provide a brief summary of your mitigating circumstances and/or reason(s) for requesting the extension to the hand in deadline. You must be specific about how you believe that the circumstances detailed therein affected your assessment(s) and/or performance or ability to successfully complete this course (include dates).

Trainee Declaration

I confirm that the information that I have supplied on this form and in any attached documents is correct. I give permission for this documentation to be seen by the AACP if requested for the purposes of processing my overall course result(s).

Signed: _____ Date: _____

Decision of Tutor

Request accepted.

New submission date: _____

Request rejected.

Reason for request being rejected: _____

Signed: _____ Date: _____

Note to tutor: Please return one copy of the form to the trainee and forward the other to the AACP office.