From time-to-time you may encounter difficulties that affect your studies.

If you are facing **short-term exceptional circumstances**, you may request an extension to your assignment submission deadline from your Course Director and Head of Academic Centre Administration. An extension can normally be granted for **a period of up to two weeks**.

Examples of exceptional circumstances would be: illness of self or dependants, or unanticipated changes in personal circumstances.

Holiday arrangements, social commitments and normal work pressures are **not** considered as exceptional circumstances.

You can download a copy of the [Extension Request Form](https://www.ice.cam.ac.uk/files/extension_request_form_-_2019-20.doc) or your Academic Centre Administrator can provide you with a copy and guide you through the process.

Regardless of the nature of your extension request **you will be asked to provide documentary evidence to support your application**.

The exact evidence will depend on the nature of the claim but may include: a medical letter from your GP or hospital or a letter from your employer or legal documents. Any evidence provided **must be time-relevant to the period you are making a claim for.**

Once complete, the form and documentary evidence should be send to your Academic Centre Administrator to process. All documentation will be treated confidentially within ICE and will only be viewed by those necessary in the decision making process. If an extension is granted, you would be expected to meet the agreed deadline. **A request for a second extension cannot normally be considered.**