

TRUE YOGA: EXTENUATING CIRCUMSTANCES POLICY

During the course students may encounter significant personal difficulties that impact on their study. In such cases they may request that the course director make allowance for such circumstances in line with this policy.

I Circumstances

1 In order for personal circumstances to be considered as extenuating they must:

- (i) Be outside the student's control, and
- (ii) Impact on the student's study, and
- (iii) Be sufficiently proximate in time for the circumstance(s) to have a correlation with the impact the student claims.

2 Such circumstances may be:

- (i) Long term, such as on going disability or illness
- (ii) Shorter term, such as a one off illness or family bereavement.

3 Where a student claims extenuating circumstances they must bring the circumstances to the attention of the course director as soon as is reasonably practicable.

4 It is the student's responsibility to provide such evidence as is required to demonstrate the extenuating circumstance.

5. All information provided will be treated confidentially in line with the process as detailed in III below and the Data Protection Policy (see: www.trueyoga.co.uk/policies).

II Impact

Such circumstances must have an impact on the ability for the student to:

- (i) Attend the course or a period of the course, and / or
- (ii) Deliver assessment work and / or
- (iii) Deliver work to the level that would normally be expected of them.

III Process

1 All applications for extenuating circumstances must be put in writing to the course director.

2 The course director must notify the Internal Quality Assessor ('IQA') and if appropriate the External Quality Assessor (EQA) within 48 hours of any application.

- 3 Any application should be made within a reasonable time from when the student became aware that the circumstances occurred.
- 4 The application must set out the reason for which extenuating circumstances are being requested and what action or adjustment the student wishes to see taken.
- 5 Having discussed the matter with the IQA and if needed the EQA the course director will discuss the matter with the student.
- 6 The course director and the IQA will keep a written record of what has been agreed with the student.
- 7 This must then be communicated to the student in writing within 5 working days of the meeting or discussion with the student.

III Outcome

- 1 Types of outcome:
 - I. Where extenuating circumstances have a long term impact such reasonable adjustments as are practicable should be discussed with the course director and put in place in order to support the student (see also Reasonable Adjustments policy – www.trueyoga.co.uk/policies).
 - II. All other matters are at the discretion of the course director in conjunction with the IQA.
- 2 A student may apply for extenuation circumstances up to a maximum of 3 times during the course.
- 3 The course or assessment must be completed within 6 months of the end of the course.
- 4 Where a student is unhappy with the outcome they may use the Assessment Appeals Procedure in order to appeal the decision

See Assessment Appeals Policy see: www.trueyoga.co.uk/policies.

IV General

Where an external organisation such as the British Council of Yoga Therapy or British Wheel of Yoga is verifying or accrediting a course the policy of that organisation must also be adhered to.