

- https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn
- 2. Click Extenuating Circumstances at the top of the page to access your previous applications.

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3. Select the application you want to withdraw from either the *Self-certify* or *Evidenced Based* sections.

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4. You'll then be asked which assessments you wish to withdraw. You can select the assessments separately or you can select '*withdraw all'* at the bottom of the page.

Please note that depending on which assessments are in your application – you may be able to withdraw your assessment / application immediately (*Withdraw*) or, you will have to request the assessment be withdrawn (*Request Withdrawal*).

If you select '*Withdraw*' this is an automatic process and means that from that moment, you are required to meet your original submission date and deadline for that assessment. If you decide you do in fact still need an extension for that assessment, you would have to submit a new application from scratch.

If you select '*Request Withdrawal*' your request will be added to a queue for an administrator to review. You should expect an outcome within 5 university working days via the EC system and an email to your university email address.

If your deadline is imminent, you should make every effort to meet the original assessment submission date and deadline in the event your application is approved.