

How to withdraw an Extenuating Circumstances application

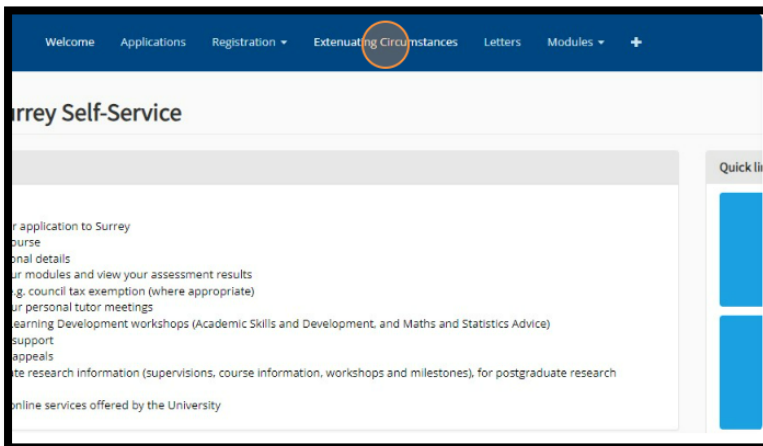
Once you've submitted an extenuating circumstances application, your circumstances may change meaning you are able to complete or attend your assessment by the original date and time. If this is the case, you can request to withdraw part or all of your application – **as long as you request it before the start of your assessment or deadline.**

It is important that you **read all the information here** [Extenuating circumstances | Exams and assessments | MySurrey](#) before withdrawing an application, as well as the full regulations for ECs. You can also find key support contacts if you are considering withdrawing an application – we are here to help you if you need us.

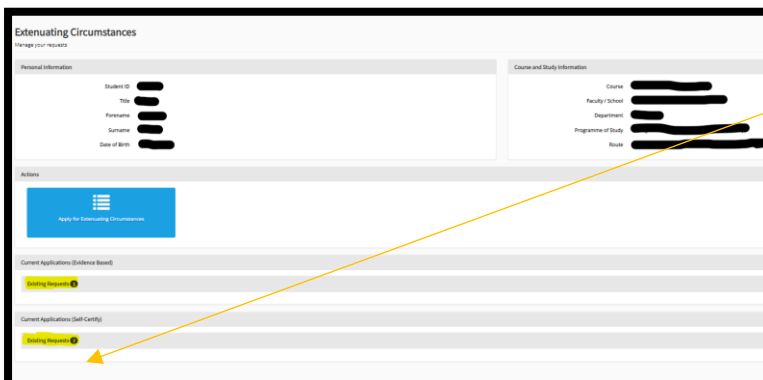
Step by Step Guide with pictures.

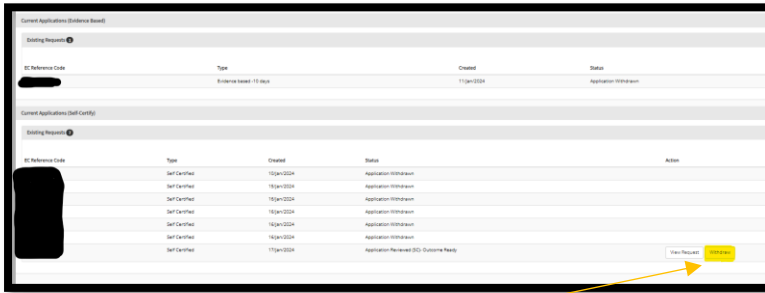
How to withdraw an application

1. Log in to Student self-serve with your usual Surrey login details
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.

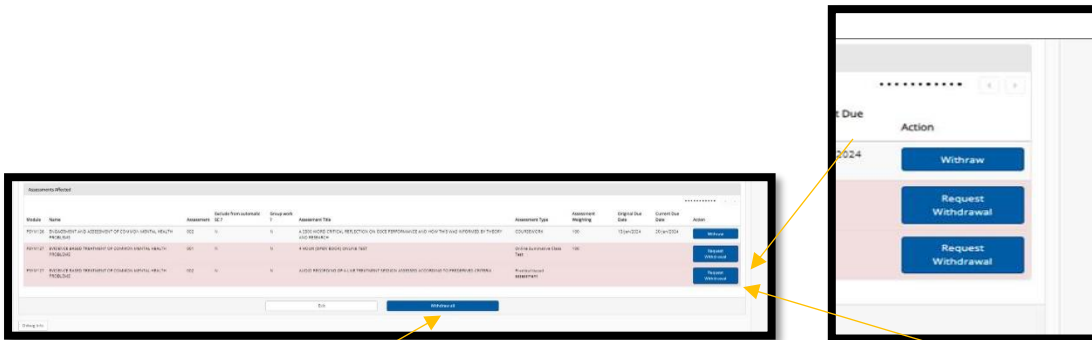


3. Select the application you want to withdraw from either the *Self-certify* or *Evidenced Based* sections.





Then select 'Withdraw'.



- 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able to withdraw your assessment / application immediately (*Withdraw*) or, you will have to request the assessment be withdrawn (*Request Withdrawal*).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.