**Template - personal statement for intermission**

Dear Exam Access and Mitigation Committee,

I am writing in support of my application to intermit [give the period of time you would like to intermit].

I am a [include your student status and the degree you are studying towards], a member of [include the name of your College] College.

[Body:

Describe your circumstances.

If possible, include dates in chronological order.

Explain the impact your circumstances have had on your ability to study/ the impact you anticipate they will have on your ability to study.

Explain how intermission will benefit you.

Explain how long you need for intermission and why.

Indicate what support you have accessed or continue to access, if any.

If you have not sought support, explain why.]

Please find attached to my application supporting evidence from my [indicate who provided the evidence (e.g. GP or another medical professional, hospital admission, a death certificate, a letter from your College Tutor, DoS, College Nurse, etc.)].

Thank you for considering my application and I hope that the Committee will be satisfied that my mitigating circumstances are supportive of intermission.

Yours sincerely,

[include your name]