


TTHTI

 Trinidad and Tobago
 Hospitality and Tourism Institute

 STUDENT SERVICES
 DEPARTMENT
 Telephone: (868) 634-
 4250/2146/2147

Special Request Form

Guidelines to the completion of the Special Requests Form

The Special Request Form # SSD013 must be completed by the student and submitted to the Student Services Department.

For examination / submission of coursework - forms will be accepted within three (3) days after the due date.

For all other situations – forms should be submitted within five (5) working days from required action.

What are extenuating circumstances?

Circumstances beyond the student's control which affect their academic path at TTHTI

What will happen to my completed form?

The Student Services Manager will review the student's request and determine whether the Academic Committee must meet to discuss the situation or if the request will be rejected initially.

If the Student Services Manager decides that the matter must be brought to the Academic Committee, a meeting will be held as soon as possible. All decision made at this meeting will be recorded and feedback will be given to the student.

Type of Circumstance: *SAMPLE*

Course Code	Course Title	Type & Due Date of Assessment (using codes above)		Type of Circumstance (using codes above)
		Type	Due Date	
HGH 115	Introduction to Quality Assurance	PT	May 30 2011	N

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Personal Information *(please provide all information in block letters)*

Name: _____ ID No: _____

Programme: _____ Contact No: _____

Section 1: Course Information (outlined by student)

Please provide the information below for each course affected by extenuating circumstances; read the following carefully:

Type and Date of Assessment

- i. The following codes should be used to indicate the type of assessment: CT – class test, ES – essay, EX – examination, PR – project, PT – presentation, O – other.
- ii. A separate entry should be provided for each type of assessment listed
- iii. The date entered should be the date of the assessment

Type of Circumstance (see sample on page 1)

The following codes should be used to indicate Type of Circumstance: N – Non – attendance at examination or non – submission of coursework. P – Performance affected by extenuating circumstances.

Course Code	Course Title	Type & Due Date of Assessment (using codes above)		Type of Circumstance (using codes above)
		Type	Due Date	



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Section 2: Details of Extenuating Circumstances

i. Nature of Difficulty: Illness Other Personal Circumstance _____

ii. Date (s) on which you will be / were affected _____

iii. Absence from Study

Will / were you absent from TTHTI for more than three (3) working days Yes No
as a result of your extenuating circumstances?

If yes, please attach a completed absence form with required supporting evidence.

Section 3: Effect of Extenuating Circumstances

Please explain the effect of the extenuating circumstances on performance of assignments listed in section 1. (Attach additional sheets if necessary)

Please state what your preferred outcome would be

I confirm that to the best of my knowledge the information given on this form is a true and accurate statement of my personal circumstances.

Student Signature

Date



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#SSD013

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For Official Use Only

Section 4: Decision of Academic Committee / Student Services Manager

Course Code	Consideration of Evidence		Recommendation
	Upheld	Rejected	

Additional Comments:

Signature of Student Services Manager

Date

Date feedback given to student