

# STUDY LEAVE APPLICATION PROCESS FOR UK COURSES

\*Please ensure you review your local Trust application process as well

## CHECK COURSE LIST

Review the course list for your speciality and verify that your course is on the list.  
[Click here for Course List](#)

### ON THE LIST

#### ROTA COORDINATOR

Confirm the time off required for the course with your rota co-ordinator (usually minimum 6 weeks in advance)

### NOT ON THE LIST

#### CHECK GUIDANCE

If the course is not on the course list, please discuss with your TPD for approval and refer to "Funding for Courses"  
[Click here for "Funding for Courses"](#)

## ES/TPD APPROVAL

Obtain confirmation from your ES/TPD that they are happy to approve your request and that there is departmental approval which will not affect the agreed work schedule

## SUBMIT APPLICATION

Submit your application via your local Trust process. Your study leave office will review the application against the study leave criteria and will approve or reject the application. The trust will request approval for over £1000 from NHSE SW.

### TRUST APPROVAL REQUIRED ONLY (<£1000)

#### REJECTED

#### CHECK APPLICATION

Review application and choose whether to end request here or amend/provide further details before resubmitting

### NHSE SW APPROVAL REQUIRED (>£1000)

#### REJECTED

#### END OF REQUEST

If an application for funding >£1000 is rejected by NHSE SW the trust will inform the PG DiT and the request is declined.

### APPROVED

## BOOK COURSE

Once approved you can book your educational course - make sure you keep all your receipts. Please note: course approval must be obtained before booking and attending a course. Late and/or retrospective applications will NOT be approved.

## REIMBURSEMENT

Submit your expense claim to your employing NHS Trust in accordance with your Trust's policy. Claims for funding must be no later than 3 months after attending the course. Late submission/Retrospective requests will not be reimbursed

Payment will be made to the PGDiT via the Trust payroll and reimbursement policy