STUDY LEAVE APPLICATION PROCESS FOR OVERSEAS COURSES

CHECK WITH TRUST

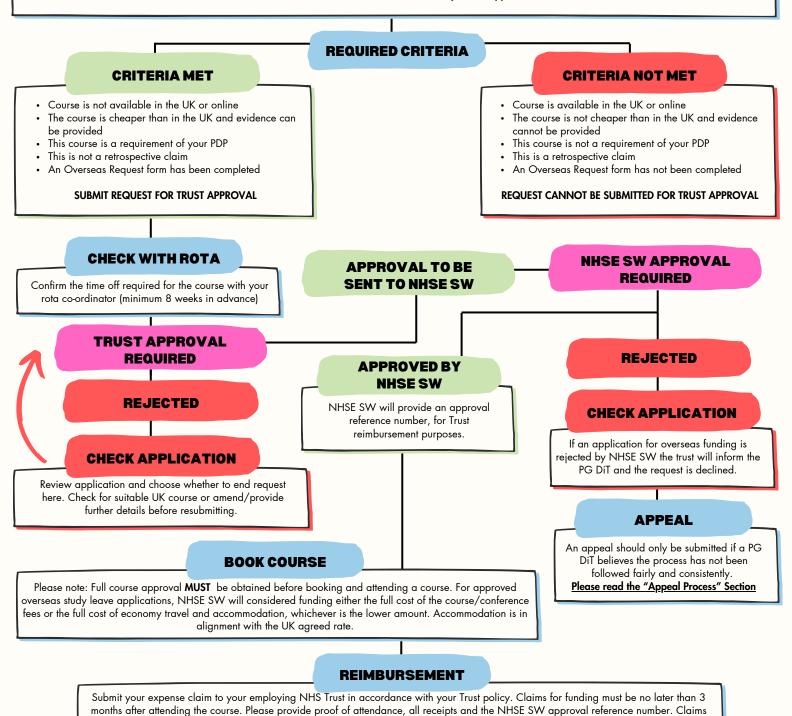
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International study leave is not an entitlement and should only be contemplated by exception. Requests will be considered on a case-by-case basis and budget allowing. Check your Trust application policy BEFORE applying for Overseas Study Leave. Discuss any study leave courses/activities that form part of your PDP with your ES/TPD or HoS in advance of your application. Foundation trainees will require HoS approval. Please see the Guidance to access the "Overseas Study Leave Application Form"

APPLICATION

All applications for overseas study leave must be made **8 weeks in advance.** Applications received outside of the 8 week requirement will be only considered in very exceptional circumstances only. Retrospective applications will **NOT** be approved. If you pay for a course/activity before the approval and process is complete, and the request is declined, you **will not** be reimbursed for any costs incurred. Submit your application for educational approval and time off for study leave activities via your local Trust process, irrespective of how it is funded. Your Trust study leave office will review the application against the overseas study leave criteria and will approve or reject the application.

Please see the Guidance to view the "Overseas Study Leave Approval Process"



for funding without approval will not be reimbursed. Late/retrospective requests will not be reimbursed. Approved payment will be made to the PG DiT via the Trust payroll and reimbursement policy.