

FAQ's

NEW STUDY LEAVE APPLICATION PROCESS FOR APPROVED CAT 1 COURSES/ACTIVITY FEES

Im moving Trusts who should pay my Study Leave ?



Your current Trust should reimburse you for your Cat 1 course. If you move Trusts before the course occurs, you should submit your claim for travel/accommodation to your new Trust for payment.

I was unable to attend my course, what should I do?



Find out if the course can be rescheduled. If this is not possible, inform Trust Study Leave dept that paid the early reimbursement as soon as possible - no later than 1 month from the planned course date.

Failure to declare non-attendance or cancellation may be considered a probity issue .

How do I reimburse my Trust if I did not attend a course?



You should follow your Trust process and arrange payment in line with their SFI's (PAYE/invoice).

What will happen if I do not inform my Trust of non-attendance/cancellation?



Financial probity is a high expectation of the GMC Good Medical Practice and failing to declare this could lead to a referral to your RO.

How do I know if the course is classified as CAT 1?



Check the NHSE-SW website for the most up to date copy; NHSE-SW Study Leave Course List

The course is over £1000 or overseas, what should I do?



Even if your course is a Cat 1 course, your request will require additional NHSE-SW Study Leave Office approval - your HoS, TPD or ES are unable to do this.