**Ashton on Mersey SCITT Deferral of Studies/Withdrawal**

**Author: S Buckley Date written/amended 23rd May 2017**

 **Date of next review: 23rd May 2018**

Trainees who are considering deferring their studies or withdrawing from the programme should initially discuss this with their Course Leader and then with the SCITT Manager if appropriate.

It is essential for any trainee who does decide to withdraw from the programme, or defer their studies, to indicate this in writing to their programme leader and the SCITT management team. A deferral of studies/withdrawal form can be found on the trainee portal or via the SCITT administrator. Failure to give written indication of withdrawal or deferral may lead to problems with the Department of Education and Student Loan regarding repayment of bursary or tuition fees, or to your right to return to the programme at a later stage.

Please be aware that if you decide to withdraw from the programme, you have no right of return. Deferral of studies with right of return is not granted automatically and any request to defer studies will need to be discussed first with your programme leader who will then refer the request to the SCITT management team.

Trainees who want to defer will need to follow the following procedure:

* Informing the programme leader in writing of their intention to defer.
* An initial conversation with the programme leader within 3 working days.
* Completion of the deferral paperwork within 5 working days of the initial conversation.
* Informing the student loan company of the deferral within 3 workings of completing the paperwork.

The SCITT staff will ensure the paperwork is completed correctly and inform the Department of Education of the trainee’s deferral. The SCITT Manager or Course Leader contact the trainee in the half term prior to the return date to confirm details of the programme and placement.

The table below details the timings of when a trainee returns to the programme after deferral based on their last day.

|  |  |  |
| --- | --- | --- |
| **Term Trainee deferred from the programme** | **End of Placement completed** | **Term trainee returns to the programme** |
| **Autumn** | Yes | No | Autumn | Spring  |  |
| **Spring** | Yes | No |  | Spring  | Summer |
| **Summer** | Yes | No |  |  | Summer |