

Ashton on Mersey SCITT Deferral of Studies/Withdrawal

Date amended: 20th July 2023

Aim

Trainees who are considering deferring their studies or withdrawing from the programme should initially discuss this with their SCITT Lead and then with the SCITT Programmes 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 the SCITT Lead and the SCITT management team. A deferral of studies/withdrawal form can be accessed by contacting 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 SCITT Lead 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 SCITT Lead in writing of their intention to defer.
- An initial conversation with the SCITT Lead 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 Programmes Manager or SCITT Lead will 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	Spring	
Autumn/Spring	Yes	No	Autumn	Spring	
Spring/Summer	Yes	No	Autumn	Spring	

Ashton on Mersey SCITT Deferral of Studies form

Full Name:
Address:
Programme:

Reason for requesting an interruption of studies

Last date of attendance: _____
Expected date of return if applicable: _____
<i>Please note that interruptions of study will only be approved in exceptional cases, where there is evidence of mitigating circumstances</i>

Trainee Signature:	
SCITT Lead Signature:	
SCITT Programmes Manager Signature:	

FOR OFFICE USE ONLY
Date Processed _____ Initials _____

Ashton on Mersey Withdrawal form

Please take the time to complete this questionnaire to tell us why you are leaving Ashton on Mersey SCITT; your feedback is important to us. Your responses will be treated confidentially.

Name of Trainee:	
Date:	
Programme:	

1. Have you discussed your withdrawal from the ITT provider with a member of the SCITT team?

(tick as many as appropriate)

Mentor		QI Consultant		SCITT Lead	
SCITT Programmes Manager		Director of SCITT		Other - please state below	

2. Was it your first choice of programme? Yes / No

3. Was it your first choice of Teacher Training Provider? Yes / No

4. What are you planning to do next?

5. Do you feel that anything could have been done to help you stay at Ashton on Mersey SCITT?

Select the extent to which each phrase has affected your decision to withdraw from your programme of study. '1' indicates little or no effect on your decision. '5' indicates a major influence.

Housing Issue	1	2	3	4	5
Travel/commuting difficulties	1	2	3	4	5
Dislike of the city	1	2	3	4	5
Difficulty making friends	1	2	3	4	5
Homesickness	1	2	3	4	5
Feelings of isolation	1	2	3	4	5
Personal medical reasons (e.g. personal illness)	1	2	3	4	5
Family problems / Commitments	1	2	3	4	5
Financial pressure	1	2	3	4	5
Found employment	1	2	3	4	5
Disability and Specific Needs Issues	1	2	3	4	5
Study skills issues	1	2	3	4	5
Assessment workload too heavy	1	2	3	4	5
Poorer results than expected	1	2	3	4	5
Prior educational experience had not adequately prepared me for the course	1	2	3	4	5
Timetabling issues	1	2	3	4	5
Inadequate facilities for the course	1	2	3	4	5
Information in prospectus not meeting my expectations of the course	1	2	3	4	5
Personal factors completely unrelated to programme	1	2	3	4	5
Other, please state:	1	2	3	4	5

Trainee Signature:	
SCITT Lead Signature:	
SCITT Programmes Manager:	
Date:	