**Discretionary Study Leave Request Form**

Please complete this form and send to your TPD via email to request approval for a discretionary study leave course.

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| *If a course is not on the speciality lists or is an international course, you should first discuss with your Educational Supervisor. If agreed to be appropriate, you should send a copy of this form to your TPD to request approval. If you do not know who your TPD is, you should contact the Specialty School team at NHSE for advice. If your TPD approves the request, they will then forward the request to the Head of School for final approval. Once approval has been given, you can fill in the online discretionary funding application form on the PGMDE Support Portal to receive a unique code for reimbursement (once you have confirmation of all expenses). A link to the form can be found* [*here*](https://lasepgmdesupport.hee.nhs.uk/support/tickets/new?form_33=true.)*. Information on travel and accommodation can be found* [*here*](https://lasepgmdesupport.hee.nhs.uk/support/solutions/articles/7000032078-can-i-claim-for-travel-expenses-associated-with-attending-a-hee-approved-study-leave-event-)*.**More information can be found on the study leave portal page* [*here*](https://lasepgmdesupport.hee.nhs.uk/support/solutions/7000016490)*.* |

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| **PERSONAL DETAILS**  |

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| First Name: | Surname: |
| GMC:  | Training Programme and Grade: |
| Speciality: | Current Placement: |
| Current Clinical Supervisor: | Current Educational Supervisor: |

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| **Name of Course:** |
| **Course Location:** |
| **Course Dates:** |
| **Course Fees:** |
| **Travel:** |
| **Accommodation:** |
| **Total Amount of Claim:** |
| **If this application is for an international course, have you received financial support from NHSE or HEE towards an international event during this part of your training?** YES/NO |
| *You are only able to claim funding for one international event per training programme (defined as Foundation, Core, and Higher), or one event every 3 years if you are on a run-through programme. If you answered* ***‘Yes’****, you will not be eligible for another international course.* |
| **Justification for attending the course, linked to trainee’s PDP and learning objectives:****Justification for attending a course located outside of London, Kent, Surrey & Sussex:** |

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| **I can confirm I have received Educational Supervisor approval for this event** YES/NO |

**Reimbursement**

You will need to apply to your employing Trust for reimbursement once you have received the email confirmation with the unique discretionary code. This code will need to be shown to your Trust who will reimburse you and then claim the money back from NHSE through their monthly returns.