

 **NPQ Withdrawal/Deferral**

**Request Form 2019 2020**

**IMPORTANT INFORMATION**

Please complete all appropriate sections and return to:

**aherdman@stbedes.durham.sch.uk**

**An incomplete request form will cause delays in your application and may result in your request being rejected**

Please note, we will make each decision on an individual basis

A decision on your request will be made within 5 working days

**Section 1: Participant details**

1. Surname:

1. First name:

1. Programme: NPQML ☐ NPQSL ☐ NPQH ☐

1. Cohort start date – this should relate to the date of your first session:

1. Email:

1. Tel:

1. Sponsor/Line Manager or Headteacher name:

Email address:

1. The date you are required to submit for final assessment:

**Section 2:**

**Do you wish to either withdrawal or defer?**

# Withdrawal ☐

**If withdrawal, please provide your explanation in section 4 and section 5.**

**Please note if you are a Scholarship Funded Participant your school may be asked to reimburse any funds claimed back by the DfE.**

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L4NE Withdrawal / Deferral Procedures 2019 2020



# Deferral ☐

**If deferring, please complete sections 3, 4 and section 5 and advise the period of time you are requesting to defer**

**Section 3: Summary of extenuating circumstance(s) Nature of extenuating circumstances:**

Associated with Coronavirus ☐

llness / medical condition ☐Personal/emotional circumstance ☐ Parental leave ☐

Prolonged jury service ☐ Project change ☐ Significant change in employment status ☐ Changes within school ☐ Sponsor/headteacher ☐ Other ☐

**Section 4: Explanation of situation**

Please provide a short description of your circumstance(s). Please be specific about how your circumstance(s) affect(s) your ability to submit your project for final assessment and include any relevant dates.

**If the request is for deferral – how long do you wish to defer?**

**Section 5: Declaration**

Participant Name / Signature:

Date:

By signing this form you declare that the information and supporting documentation is true and accurate.