

## Participant deferral and withdrawal process summary

### Deferral process for participants



#### Reasons for deferral:

- illness and/or health-related issues
- maternity, paternity, shared parental, adoption or parental leave
- bereavement or changes to personal circumstances
- any other change or occurrence which is out of their control, and which could not have been foreseen or planned for.

#### Eligibility for deferral

Participants must have started their NPQ course (the participant has engaged to a sufficient point for an Output 1 starter declaration to have been made), and payment (where applicable for school or self-funded participants) must have been received.

If an individual wishes to defer and has not yet started their course (no Output 1 starter declaration has been made) they will be considered an 'applicant deferral'.

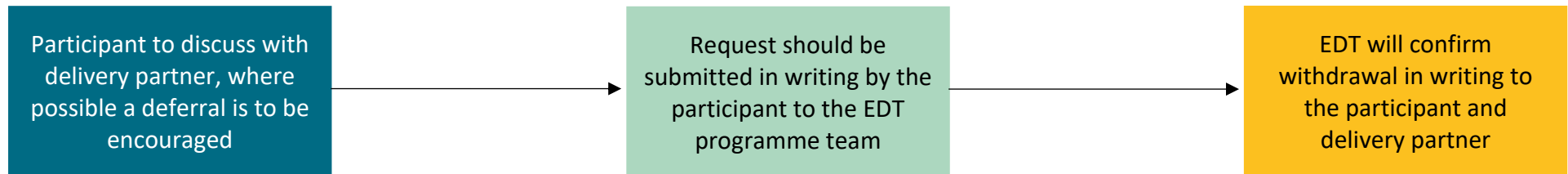
#### Re-joining the programme

The participant will be contacted 3 months prior to their planned return date.

If the participant chooses not to return, the terms outlined in the withdrawal policy will then apply.

Once the return date is confirmed, EDT will ensure that all the relevant details are provided to allow the participant to resume their NPQ course.

## Withdrawal process for participants



**Reasons for withdrawal** can include but are not limited to:

- sudden/long term illness
- other change in personal circumstances
- change in role (meaning the course is no longer applicable).
- leaving teaching.

The participant will be removed from their course on the Online Learning Platform and records updated to reflect the withdrawal.