

## Study Leave Guidance & FAQs

### Who can apply for a study leave grant?

- Staff employed by STH on a permanent contract

### You cannot apply for a study leave grant if:

- You are not employed by STH
- You have an honorary contract with STH
- You are employed on a fixed term contract
- You are a university or exchange student on a placement

### How much can I apply for?

You can apply for a maximum of £1,000 in any financial year (1 April- 31 March).

If you are employed at Band 2 to 5, you can also claim up to £200 towards the costs of travel and accommodation.

### What can the grant cover?

<b>YES</b>	<b>NO</b>
Training that is not essential nor mandatory to perform the role	Core or mandatory training
Conference fees	Membership and registration fees
Masters' tuition and fees	The cost of training offered by STH on a paid basis
	Doctorate tuition and fees

### How do I apply?

- Apply at least 6 weeks before the start date of the course/conference
- Include the name and number of the Special Purpose Fund designated to education and development in your Directorate
- When completing the online application form provide details of the course, training or conference you are planning to attend
- Include evidence of approval by a Clinical or Medical Director

If you do not know which Special Purpose Fund to use, please email the Grants Team at [grants@shct.nhs.uk](mailto:grants@shct.nhs.uk) and state which Directorate you are employed by, and ideally the

ward or specialty too. This information is required to allow us to identify the correct fund.

If there is no Special Purpose Fund in your Directorate, the Grants Team will signpost you to the General Study Leave allocation administered by Learning & Development on behalf of the SHC.

### **What happens after I have applied?**

A member of the Grants Team will review your application within 2-3 weeks. We will contact you if we require any additional information. Otherwise we will notify you of the outcome, and if your application is successful, provide details on how to claim your funds.

### **What if I have paid in a foreign currency?**

All claims should be made in pounds sterling (£). If you have paid in a foreign currency, we recommend converting at the prevailing rate on the day of expenditure wherever possible.