

# Study Leave Application (FS1) Form Process Flow Chart

It is essential that this process is followed and the Study Leave Application (FS1) form is received in the [nwd.studyleave@nw.hee.nhs.uk](mailto:nwd.studyleave@nw.hee.nhs.uk) email account a minimum of 4 weeks before the start date of the course applied for.

Failure to comply with this will result in your application form and subsequently any expenses requests being rejected.

Key to show which steps are to be done by which person

- |   |  |   |   |
|---|--|---|---|
|  | Trainee - steps 1, 2, 3 & 9                    |  | HEE NW Study Leave Administrator - steps 8            |
|  | TPD (Training Programme Director) - step 5     |  | Postgraduate Deputy Dean (where appropriate) - step 7 |
|  | Specialty Study leave Administrator - step 4&6 |   |   |

