

## NOTES FOR STUDY LEAVE APPLICANTS

1. **Study Leave Application Forms are now available to be downloaded via the NIMDTA website at [www.nimdt.gov.uk](http://www.nimdt.gov.uk).**
2. **Applications must be made at least 4 weeks in advance of all study leave i.e.**
  - a. **leave with funding (eg courses, conferences, specialist society meetings etc)**
  - b. **leave without funding (eg exam leave, private study leave)**
  - c. **funding without leave (eg weekend courses, conferences etc).**
3. **Application forms must be fully completed, enclosing a course programme if applicable.**

**Remember to include estimated costs, as these will form the basis of the funding allocated.**
4. **Application forms must be signed off by the relevant consultant supervisor i.e. Clinical Director or College Tutor etc.**
5. **If flights need to be booked remember you must take advantage of the most economical options.**
6. **NIMDTA must be informed of any cancelled study leave as soon as possible, preferably in writing.**
7. **All claims forms, complete with receipts, must be returned to NIMDTA within 4 weeks of the end of the leave period.**