**Deferral Request Form**

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| **PART A – Personal Information (Completed by Trainee)** |
| Surname: |  | Forename: |  |
| GMC/GDC No. |  | Contact number: |  |
| Email Address: |  |
| Do you have a Tier 2 Certificate of Sponsorship (CoS) or are you in the process of obtaining a Tier 2 CoS? | Yes / No |

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| **PART B – Appointment Information (Completed by Trainee)** |
| Specialty appointed to: |  |
| Grade appointed to: |  |
| Date offer letter received: |  |
| Start date stated in offer letter: |  |

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| **PART C – Deferral Request (Completed by Trainee)** |
| Requested deferred start date: |  |
| Reason for deferral:*(please highlight one reason)* | Statutory maternity leave Statutory sick leaveGeneral Practice Step-on Step-off TrainingOther |
| Please provide further information about your reasons for requesting a deferred start date: |

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| **PART D – Trainee Declaration (Completed by Trainee)** |
| I am requesting approval from the Deputy Postgraduate Dean to defer the start of my Training Programme as detailed above. I understand that:* If my request is not approved, I must commence my Training Programme on the start date stated in my offer letter or resign from the Training Programme.
* If I resign from the Training Programme, I may be required to work a period of notice by the employing organisation for my first placement. To re-enter training, I will need to re-apply in open competition.
* Extensions to the approved deferral period will require submission of an additional Deferral Request Form and approval by the Deputy Postgraduate Dean.
* The placement/rotation originally allocated to me may not be available to them when I start my training programme. I may be allocated to any placement within HEE YH at the discretion of the Training Programme Director or Head of School.
* Where applicable, I will not be issued with my National Training Number (NTN) until I reach the agreed deferred start date and commence my training programme.
* I must inform the Programme Support Team if my contact details change at any point during the deferral period.
* GP Trainees only where Step-on Step-off training applies: I accept I am required to confirm a date for the start of the deferred Programme at least six months before the planned start date; or a minimum of three months’ notice where the duration of the period out of programme is less than six months.
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| Signed: |  | Date: |  |

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| **PART E – Decision (Completed by Deputy Postgraduate Dean)**  |
| **REQUEST APPROVE / NOT APPROVED\*** \*Circle as appropriate |
| Signature: |  | Date: |  |
| Comments: |  |

**OFFICE USE ONLY**

**COPY TO:**  Trainee

 Training File

 Training Programme Director

 Head of School

 Recruitment Team

 Tier 2 Team (where applicable)