

Withdrawal and Deferral FAQs

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Accredited NPQ provider



Department
for Education



THE CHURCH
OF ENGLAND
EDUCATION OFFICE

FOUNDATION FOR
EDUCATIONAL
LEADERSHIP

Deferral and Withdrawal Information Sheet

Frequently Asked Questions

There may be times when personal events or challenges at school get in the way of participating fully in your NPQ programme.

If you are experiencing challenges due to maternity, ill health, workload, or Covid-19 please **contact your regional Delivery Partner (this is the person/school who is running your specific regional course) in the first instance** to discuss how you may be able to continue accessing your learning within your circumstances.

If you are unsure who your Delivery Partner (DP) is or how to contact them, please email npq@churchofengland.org with **"Considering Deferral/Withdrawal and your FULL NAME"** in the subject heading.

If, following this, your circumstances still prevent you from participating then you may speak to your regional Delivery Partner to request to DEFER the completion of your programme or in extreme circumstances to WITHDRAW.

Please read our FAQs below before discussing with your regional Delivery Partner or completing the Deferral/Withdrawal Form so you understand what is required and what is and isn't possible:

1. What does it mean to defer?

If you are unable to fully participate in the programme due to maternity, ill health, workload or Covid-19 then you can apply for a deferral. This is a request to pause your studies until an agreed re-start date.

2. How do I defer?

You need to speak to your regional Delivery Partner to confirm your last attendance and when you can realistically return – Cohort and Cycle once this agreed you can complete the Deferral and Withdrawal Form and submit it for confirmation that this is agreed, this is how we are able to inform the DfE of your deferral/withdrawal.

3. How long can I defer for?

It is usual to defer until the next programme is scheduled within your region. Depending upon where you live the next course is likely to start either six months or one year after the course you

are on began. You must discuss your re-start date with your regional Delivery Partner. It is possible to defer for a longer period for serious illness or maternity or with discussion.

4. *What will my deferral date be?*

The date at which you last engaged with the NPQ will be your deferral date. For most people, this will be the day on which you have made your deferral request.

5. *What should I do if I experience personal circumstances such as maternity, ill health/chronic illness/ Covid-19 which prevent me from submitting my assignment during the 8-day window which is set for my cohort?*

If this should happen, then you will need to defer your programme place and submit your assignment in the next 8-day window. This will be approximately six months later and will be alongside participants from the next cohort, i.e., if you are in cohort 1 then you will need to submit alongside cohort 2. If you are in cohort 2, you will need to submit alongside cohort 3 etc. You will still have access to your course on Blackboard.

6. *What does it mean to withdraw?*

If you are unable to fully participate in the programme due to ill health or change in circumstances i.e.. You are leaving teaching etc., then as a last resort you can apply for a withdrawal. This is a request to leave the course completely. Withdrawal should only be the last resort if a deferral is not possible, and it can only be accepted after you have discussed your reasons with your Delivery Partner, and they have agreed.

Please be advised that once a withdrawal is final (i.e. the DfE have been informed), you will not be able to pick that NPQ back up at a later stage. When you withdraw you lose the right to funding for that NPQ course with ALL providers and may NOT re-apply for that NPQ course again in the future unless you are self/school funded. However, you will still be eligible to apply for funding for a different NPQ.

7. *How do I withdraw?*

If you have already considered and discussed deferral and still think you will be unable to complete the programme at a later date, then after discussion and agreement with your regional Delivery Partner you will need to complete the Deferral and Withdrawal Request Form.

8. *When will I get an update on my withdrawal and deferral request?*

It should be within two weeks. Your Delivery Partner needs to formally approve the Deferral and Withdrawal Request Form once they receive it and then you will receive a confirmation Email from the Central team with all of the details on for deferral and your proposed return.

9. *Is it possible for me to transfer from one provider to another provider?*

The DfE do not encourage Transfers and there is no official process yet for this, it is on a case-by-case basis and needs exceptional reasons for the DfE to consider you transferring and keeping your funding. Participants should continue with their original provider unless there are exceptional circumstances, e.g., moving to a different geographical area not covered by the original provider. If you wish to transfer, you must email npq@churchofengland.org immediately with “Request to Transfer” in the Subject Heading. In the body of the email, you must give your reasons for why you wish to change and the name and email address of the provider you wish to move to. We will then need to discuss it with the DfE and your new provider so that taking you off the course does not trigger an automatic ban from receiving funding for that course which an ordinary Withdrawal would do.

10. *Is it possible for me to transfer from one NPQ Course to another within the same provider?*

It is possible but you will need to go through the moderation process again for the new course. If you have already started the original course, you will have to go through the Withdrawal process and understand you won't get funding for your original course again as with all withdrawals. In all cases of transfer you will have to then do another DfE registration for the new course and depending on when the Cohort started or are starting that will all be managed manually within the organisation to organise the move to the next available running of your new course within your region.