

## Study Leave and INTREPID Support

Your INTREPID login details will be sent to the personal email address you provided to NHSE. If you wish to change the email address or you have not received a log in or you need support with anything else contact:

**Intrepid.Support@stgeorges.nhs.uk or  
0208 725 2237 (Internal Ext. 2237)  
Education Centre, Perimeter Road, SW17 0QT**

## **A Guide to Study Leave For Drs in Training 2025 - 2026**

**Intrepid**

### **DO YOU:**

- Have an NTN?
- Are you employed in a training post at St. George's?

If so, you are entitled to study leave funding via NHSE and the information on how to claim can be found in this document. If you are a Trust Doctor, Clinical Fellow, LAS or Consultant, please contact your Service Manager for information on study leave funding.

**How many study leave days am I entitled to?** Drs in Training may apply for up to 30 days per annum (LTFT trainees pro-rata). For FY1, 15 days per annum.

**What is my allowance?** Drs in Training no longer have a set study leave budget. In line with NHSE's new centralised model for study leave funding (introduced in April 2018), Drs in Training can claim expenses in relation to attending a study leave course/event that is on the [Approved List of Courses](#) for their specialty.

### **How do I make a claim for reimbursement?**

**Step One:** Book the time off with your service (following the local process)

**Step Two:** Check whether the course is on the [Approved List of Courses](#). If not, you will need to follow the process to apply for [Discretionary Funding](#). In the first instance, this will require you to gain approval from your Educational Supervisor, TPD and Head of School (HoS).

**Step Three:** If the course is on the [Approved List of Courses](#)/ *you have received your Discretionary Course Code*. Please submit your expense claim via INTREPID.

**Note:** *We recommend you **do not** pay any non-refundable deposits for courses unless it is on the [Approved List of Courses](#)/ you have received your Discretionary Course Code / you are able to fund this activity personally.*

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## Making a Study Leave Application

Firstly, review the PGMDE Support Portal for Study Leave Guidance and Approved List of Courses

(<https://lasepgmdesupport.hee.nhs.uk/support/home?studyleave>)



Once you have booked the time off and checked your course is on the Approved List of Courses or have received your Discretionary Course Code (see above) go to: [INTREPID \(hicom.co.uk\)](https://intrepid.hicom.co.uk)



Log onto Intrepid and on the left hand side click 'Leave Application'.



This should take you to a page which allows you to select the placement you are in when attending your study leave event, which will open up the form you need to complete to submit your study leave claim.



When completing the form there should be a tab titled 'documents', which gives you the option to browse your computer for the documents you wish to upload (i.e. payment receipts and proof of attendance).

**EXPENSES CANNOT BE REIMBURSED WITHOUT RECEIPTS.**



Then click 'Submit'.

**Incomplete claims are the most common cause of delay. Please note the study leave process can take approximately 8 weeks from the point of submission to NHSE until reimbursement via payroll.**

## Study Leave Process

Please submit your study leave claim via Intrepid **within the month** you are due to attend your study leave event but **prior to attending**.



Our local policy allows up to 6 weeks following the date of the course for trainees to ensure all expenses and payment receipts are submitted for processing.



However, NHSE have a set rule that claims can be submitted for reimbursement within 3 months of attendance. Please visit the following link for more information: [Is there a time limit for applying for study leave reimbursement? : HEE-NHS.](#)



We (PGME Team) submit all complete study leave claims to NHSE at the **end of each month** for authorisation. The study leave process can take approximately **8 weeks** from the point of submission to HEE until reimbursement via payroll.



NHSE have up to 4 weeks to authorise all claims that have been submitted and provide feedback to trusts.



Once we have received authorisation we (PGME Team) will then make a payment request for you to be reimbursed via payroll at the end of the following month (according to payroll deadline dates).

## FAQ's

- **Can I apply for reimbursement for travel and accommodation in relation to attending a study leave event?** Yes, you can claim for travel and accommodation costs if you are travelling to an event within the UK (excluding travel within TFL zones 1-3). We advise booking your travel and accommodation as early as possible to minimise costs. Business and first class fares will not be reimbursed.
- **Can I claim for revision/exam preparation courses?** Yes, please follow the usual study leave process (INTREPID).
- **Can I claim for exam fees?** No, you cannot claim exam fees, however, all trainees (except Foundation trainees) are now able to claim for the costs of attendance at exams required within their current curriculum. The costs of travel and accommodation should be within the usual limits for expense claims.
- **Can I apply for funding to attend an International Event/Course?** Trainees may apply for one international event per stage of training (i.e. one in Foundation, one in core and one in higher training). Applications for support towards international events will continue via the discretionary course route. From 1st January 2025 NHSE will reimburse the lower amount of either the course fee or the travel and accommodation expenses, up to an absolute maximum of **£1000**. 'Total costs' refers to course fee, travel, and accommodation expenses. No subsistence expenses can be reimbursed for international courses. Travel and accommodation expenses should be within the [limits specified on NHSE's website](#).
- **My International course/event is being delivered online. Do I need to apply for discretionary funding?** Yes, in order to claim funding for any International course/event you will need to follow the discretionary funding route. In the first instance, you will need approval from your Educational Supervisor, TDP and Head of School (HoS).
- **Can I attend the same course more than once?** Unless specifically outlined in the curriculum, attendance at the same event on more than one occasion (for the duration of any training programme) would not normally be supported by study leave. If you wish to attend a course for a second time you must apply for [Discretionary Funding](#).
- **Can I claim food subsistence from the study leave budget?** Subsistence costs can be claimed for UK courses only, in line with the current limits listed in the [NHS Terms and Conditions of Service](#). Subsistence costs cannot be claimed for international events.

## FAQ's

- **What is INTREPID?** INTREPID is a system we use to facilitate the reimbursement process and provides a record of claims for the trust. It does not give approval for you to attend a course.
- **What is an 'Essential' or 'Supporting' course?** Courses / events on the Essential (mandated by the curriculum) and Supporting (complementary to the curriculum) lists are all pre-approved. Whilst these events are 'pre-approved' you should always discuss interest in them with your educational supervisor.
- **What is a discretionary course?** If a course/event is not on the Essential and Supporting course lists or if a course / event is held internationally it will be classified as 'discretionary'. For discretionary courses you need to gain approval from your Educational Supervisor, TPD and Head of School (HoS). For more information, please review the process for [Discretionary Funding](#). Claims entered without a discretionary course code will be rejected.
- **How long does it take to get reimbursed?** Approximately 8 weeks from the end of the month you attended the course/event. We submit a report to NHSE at the end of each month. NHSE have up to 4 weeks to provide feedback on all authorised claims. Once we have received authorisation a request is submitted to payroll for reimbursement to be paid with your payslip. To avoid delays you should upload your claim to INTREPID within the month you are due to attend an event.
- **Is there a time limit to submit/claim study leave expenses?** Yes, you will need to submit your claim within 3 months of attending your course.
- **Will I be taxed?** No, reimbursement is added after your tax has been calculated.
- **Will LTFT trainees receive less reimbursement?** No, you are entitled to the same level. Full time and LTFT trainees are able to access the same level of monetary resource.
- **Can I apply for study leave if I am an Out of Programme (OOPT)?** Yes, only if you are in a placement for a full training year you can claim from our trust. However trainees on OOPR, OOPE or OOPC cannot apply for study leave funding.
- **Can I apply for reimbursement when on maternity leave?** Yes, you can access the study budget by following the same study leave process (INTREPID).

## FAQ's

- **I would like to attend a Leadership and Management course. Can I apply for study leave funding?** From 28th April 2021, the leadership and management course codes (usually the 0002 code) have been removed from the course lists. All leadership and management courses that incur a cost will now need to be approved via the discretionary route and issued with a unique funding approval code.
- **Can I claim for the cost of interview preparation courses from the study leave budget?** All external interview preparation courses now require approval via the discretionary study leave process – this includes both specialty interview preparation courses and consultant interview preparation courses. However, in the first instance, Trainees are encouraged to explore the range of free options available from the [Professional Support Unit and the HEE London Careers Team](#).
- **What types of expenses can I claim from the study leave budget?** You are entitled to claim course, travel, accommodation and food subsistence for courses/events held in the UK. Unfortunately, you cannot claim costs for car hire, congestion charge, travel insurance, etc. **Please note:** This is not an exhaustive list of excluded expenses.
- **Where can I find more information?** Most information can be found by visiting [Study leave : PGMDE Support Portal \(hee.nhs.uk\)](#) and referring to the central guidance and FAQs.
- **Who do I contact if I have a question?** If you cannot find the answer you are looking for and your query is relating to NHSE's study leave process for approved course lists or discretionary Courses please submit a ticket on the [PGMDE Support Portal](#). If your query is regarding a login to INTREPID, how to enter a claim, chasing payment or the local process at SGH please email [Intrepid.Support@stgeorges.nhs.uk](mailto:Intrepid.Support@stgeorges.nhs.uk) or call **ext:2237**