**National Professional Qualifications: Cancellation, Deferral and Resubmission Policy**

1. **Cancellation**
	1. Places may be cancelled up to 28 days prior to the course start date without charge.
	2. Places may be cancelled up to 14 days prior to the course start date with a 50% charge being applied.
	3. Delegates who do not attend, will be deemed to have cancelled their place with no notice and a full charge will be due.
	4. Delegate name substitutions may be made up until the start date of the course without charge.
2. **Deferral to a future cohort**
	1. The National Professional Qualifications are changing from 1st September 2021, therefore the 2020-21 Academic Year will be the last year in which Teach Manchester will provide the current National Professional Qualifications in Middle and Senior Leadership.
	2. Extensions to the portfolio hand in date may be available for project write up from the originally allocated window; however this will be to April 2022 at the latest. The project must have spanned a minimum of 2 full terms by the submission date.
3. **Resubmission**
	1. Delegates who fail to attain enough marks to pass the National Professional Qualification are able to resubmit their portfolio up to twice more prior to and including April 2022. There will be no further submission windows after this point for the current qualifications.
	2. A charge of £150 will be applied to each resubmission. Delegates who are receiving DfE Sponsorship for the NPQ should note that the scholarship will not fund this fee.
	3. Delegates who have had three failed submissions, will not be allowed to resit. The DfE has a blockage period of 1-year in place, before the candidate can restart the qualification. If this blockage period spans September 2021; the candidate will need to reregister for the new suite of qualifications.