

Change to Mode of Study – Initial Teacher Training

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Introduction

This policy outlines the scenarios where a student may wish to request a change in their mode of study.

For deferral or withdrawal, please refer to the [relevant policy on our website](#).

Prior to requesting a change of mode of study (where training has already begun), student teachers will need to have discussed all other available support and guidance with their personal tutor.

We will consider requests to change the mode of study for student teachers who wish to change from:

- full-time to part-time (tuition fee based)
- fee-funded to apprenticeship
- apprenticeship to fee-funded (tuition fee based)

Such requests will be considered under the following extenuating circumstances:

- child or adult care responsibilities
- health related
- financial hardship
- Loss of apprenticeship employer

We will not consider requests where a student teacher is looking to change their mode of study from part-time to full time.

Where the reason to switch is entirely due to poor on-programme performance including poor school placement attendance and late assignment submissions, such requests will be rejected.

Full-time to part-time (tuition fee based)

Requests to switch from full-time to part-time can normally be requested prior to the start of the training or, at most, up to 12 weeks following the start of the programme.

We will consider such requests under the following extenuating circumstances:

- child or adult care responsibilities
- health related
- financial hardship

Student teachers will need to have considered the impact of the change including:

- impact on the placement school (the school may no longer be able to host the student teacher on placement, and a new placement may need to be identified) including mentor capacity
- financial impact including increased fees, and (where applicable) increased length (and therefore reduced monthly payment) of bursary or scholarship payments

In exceptional cases, a student may be permitted to change mode of study outside of the normal timeframe.

In most cases, student teachers will not be permitted to commence their change in mode of study mid-term*. A full term must be completed before the change of mode will be effective.

Before a request can change mode of study can be granted, student teachers will need to agree to completing their first full term. For example:

- Training commences Sept 2025
- A request to change mode of study to part-time is submitted in November 2025
- A change of mode of study is granted, and the switch is effective from January 2026
- The student teacher completes term 1 full-time. Term 2 and term 3 are completed part-time

*exceptional cases will be considered.

Fee-funded to apprenticeship

Requests to switch from fee-funded (tuition fee based) to a teacher apprenticeship can normally be requested prior to the start of the training programme or after the programme has started.

It is the responsibility of the student teacher to ensure that their new employing school has been informed of the requirements of the apprenticeship. A useful guide can be found here: <https://www.bestpracticenet.co.uk/Media/ITT/PostgraduateTeacherApprenticeshipFullTimeSupportPackNew2025.pdf>

Where the student teacher was receiving bursary or scholarship payments, these will be stopped, and no further payments will be made.

Tuition fee payments will still be liable up to the date of last engagement on the student teacher's current pathway.

Apprenticeship to fee-funded

Requests to switch from teacher apprenticeship to fee-funded (tuition fee based) can normally be requested prior to the start of the training programme or after the programme has started.

Student teachers will need to have considered the impact of the change including:

- understand a new placement school will need to be identified (if the employing school is unable to host them on placement)
- financial impact of paying their tuition fees in full
- where applicable, completing an assessment for any entitlement to bursary or scholarship payments**

It is the student teacher's responsibility to have discussed this with their employing school and follow contractual obligations for working their notice period and any other contractual stipulations.

**entitlement to bursary or scholarship is not guaranteed, [eligibility rules apply](#)

Financial implications

It is the student's responsibility to consider and check the financial implications of changing their mode of study.

All students must consider the impact of a change on:

- Student finance and eligibility for maintenance loan (current and/or eligibility for future payments)
- Increase in tuition fees
- Bursary or scholarship payments including:
 - [Eligibility to claim](#) (if switching to fee-funded)
 - Loss of bursary or scholarship payments (if switching to apprenticeship)
 - Reduction in monthly bursary or scholarship payments (if switching to part-time fee-funded route)

Where a student has been granted to change their mode of study mid-term, additional tuition fees may be incurred.

Example

A student will finish full-time study on 18 January and will start part-time study on 19 January. Term 2 of the course runs from 4 January to 3 April. The fees are split with terms 1 and 2 paid full-time and term 3 paid part-time.

The student will start their new mode of study during term 2. Fee allocation is split:

- Term 1: 25%
- Term 2: 25%
- Term 3: 50%

Best Practice Network is entitled to charge the student up to 50% of the full-time course maximum or the part-time provider-designated maximum.

Request change in mode of study

To request a change in the mode of study, student teachers will need to complete the following form: [ITT - Request Change of Mode of Study – Fill in form](#)

Requests will be assessed by the programme team and the outcome confirmed in writing.