

# CO1

## Notification of change of circumstances for students on full-time courses - Academic Year 2011/12



This form is also available at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)

Customer Reference Number

Title

Date of birth

DAY		MONTH		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Forename(s)

Surname

**!** The quickest and easiest way to tell us about your change of circumstance(s) is online. Just log into your account at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk).

If however, you still want to tell us about your change by paper, please tick the boxes below to let us know what has changed and complete the relevant sections of this form.

### My change of circumstance


- I have changed my name
- I have changed my address
- I have changed my university or college
- I am changing to a part-time course
- I have changed course
- My course tuition fee amount has changed
- I have left my course or suspended my studies
- I want to change my bank details
- I have other changes of circumstance not detailed on this form

### Sections to be completed

- 1
- 2
- 3, 4 and 5
- 4
- 4 and 5
- 5
- 6
- None. Go online or call us on 0845 600 0662.
- None. Please complete this page and attach a piece of paper detailing change.

**!** Please remember to sign and date the declaration on page 8

## Important information

- You should complete this form to notify us immediately of any change in your circumstances at any time. We will use the information you provide to determine if a change of circumstance affects the amount of student finance you are entitled to receive.
- Whenever you see this icon  you must provide evidence to support your change of circumstance. For any university or college and course related change of circumstance, you may also need to ask your university or college to send evidence.
- To request a different amount of loan, just log into your online account and tell us how much you would like paid. Alternatively, you can complete a loan request form which you can be downloaded from [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk).

section

# 1

## change of name

### Change of name/title

New title

New forename(s)

New surname or family name

 Please provide appropriate documentary evidence, e.g. marriage certificate, deed poll, etc.

## change of address and/or telephone number

### Contact details

New term-time address


Postcode

New term-time phone number

Date your term-time address will change

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

New home address


Postcode

New home phone number

Date your home address will change

DAY	MONTH	YEAR
<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>



**If you have provided a term-time contact address then all correspondence we issue will be sent to that address.**

## change of university or college

### New university/college details

New university/college name and address

a1



Postcode

a2

UCAS university/college code (if you know it)

a3

Did the change take place after starting a previous course?

Yes  No



**If 'Yes', you must ask your new university or college to confirm the change to us as soon as possible.**

**Section 4 must also be completed to confirm the course that you will be studying at your new university or college.**

section

# 4

## change of course

### New course details

a1

New course name

If you are following a combined studies or modular course, please list all the subjects being studied

a2

If the course is franchised to another university/college, give the address of the other university/college

 Postcode 

a3

Did the change of course take place after you started your previous course?

Yes  No

a4

Qualification you expect to gain (e.g. BSc Physics)

a5

UCAS course code (if you know it)

UCAS campus code (if you know it)

a6

Date you will start your new course (month and year)

Date you will finish your new course (month and year)

Course length (years)

change of course

b1

Year of course

- Foundation year     First year     Second year     Third year     Fourth year
- Other (give details)

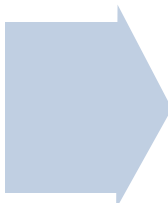
b2

Which of the following is your new course? Tick one box only

Full-time undergraduate

**Initial Teacher Training (ITT) courses**

- Flexible postgraduate ITT
- Part-time undergraduate ITT
- Part-time ITT (excluding first degrees)
- Full-time postgraduate ITT



Number of weeks you will be studying full-time in academic year 2011/12.

Number of weeks you will be on full-time teaching practice in academic year 2011/12.

You must provide a letter from your university or college confirming the number of weeks you will be on full-time study and full-time teaching practice during academic year 2011/12.

**Other course types**

- Full-time distance learning
- Full-time foundation degree
- Full-time involving a placement (sandwich course)



Do you have a disability which prevents you from attending your university/college in person?      Yes  No

You must provide evidence that clearly shows you are unable to attend university or college in person for a reason which relates to your disability.

c1

Where will you live during the academic year 2011/12?

- |        |                                                |                                                |
|--------|------------------------------------------------|------------------------------------------------|
| Term 1 | Living with parent(s) <input type="checkbox"/> | Elsewhere or own home <input type="checkbox"/> |
| Term 2 | Living with parent(s) <input type="checkbox"/> | Elsewhere or own home <input type="checkbox"/> |
| Term 3 | Living with parent(s) <input type="checkbox"/> | Elsewhere or own home <input type="checkbox"/> |

c2

Where will you spend most of your time studying in the academic year 2011/12?

- |        |                                                |                                       |                                                        |
|--------|------------------------------------------------|---------------------------------------|--------------------------------------------------------|
| Term 1 | University or college <input type="checkbox"/> | Study abroad <input type="checkbox"/> | Placement in the UK or abroad <input type="checkbox"/> |
| Term 2 | University or college <input type="checkbox"/> | Study abroad <input type="checkbox"/> | Placement in the UK or abroad <input type="checkbox"/> |
| Term 3 | University or college <input type="checkbox"/> | Study abroad <input type="checkbox"/> | Placement in the UK or abroad <input type="checkbox"/> |

If you have ticked 'University or college' and/or 'Study abroad' for all 3 terms **go to g**

d1

Where will your placement be?

Abroad  UK/ROI  Don't know

If you 'Don't know' go to e2

d2

If your placement is abroad, have you been accepted onto the ERASMUS exchange scheme?

Yes  No

e1

Placement name and address, if known


 Postcode 

e2

Is the placement

paid  unpaid

If you ticked 'unpaid' please indicate which type:

- a hospital, a Public Health Service Laboratory or a Primary Care Trust;
- a Health Authority, Strategic Health Authority, Local Health Board, Special Health Authority, Health Board, Special Health Board or a Health and Social Services Board;
- a Local Authority carrying out its duties relating to health, welfare or caring for children and young people, or a voluntary organisation providing facilities or carrying out similar activities;
- the prison or probation sector or after-care services;
- a research institute; or
- an unpaid placement that is not listed above.

f

Do you have to attend a place in the UK/ROI away from your main college as part of your medical or dental clinical training in the academic year 2011/12?

Yes  No

g

Have you been awarded a state-funded place on a dance and drama course at a privately-funded institution?

Yes  No



If 'Yes', please send us the official letter offering you the place.

## change of course tuition fee

### Course tuition fee

Give the full tuition fee amount that your university or college is charging for the course you will be studying in academic year 2011/12:

£

If you want to apply for a Tuition Fee Loan or want to change the amount of Tuition Fee Loan you originally requested, just log into your online account and select 'Changing Circumstances'. Alternatively, you can complete a Tuition Fee Loan Request Form which can be downloaded from [www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

## leaving your course or suspending your study

### Leaving/suspending study

**a1** Did you begin your course? Yes  No

**If 'No', you should not complete any more of this form. Please sign and date the declaration on page 8.**

**a2** When did you leave or suspend study? DAY MONTH YEAR

**a3** Have you told your university or college that you have left your course? Yes  No

Do you plan to return to higher education? Yes  No  **If 'No' go to c**

**a4** When do you plan to return? DAY MONTH YEAR

Do you plan to return to  the same course  a different course

**Please make sure you have completed section 4 with details of your new course.**

### Repeating study

**b** Will you be repeating any period of study? Yes  No

If 'Yes', what period will be repeated?

**c** Please give the reason for leaving your course or suspending your study.

**e** As your university or college need to confirm this change to us, please make sure they are aware of the above change of circumstance.

# Declaration

Our Data Protection Statement sets out who will use the information provided on this form and what they will use it for. Before signing this form please read our statement online at [www.studentfinancenl.co.uk/dataprotection](http://www.studentfinancenl.co.uk/dataprotection).

If you cannot sign this form it must be signed on your behalf by your Power of Attorney. The Power of Attorney letter must be sent with this form before a signature from that Power of Attorney will be accepted.

- I confirm that to the best of my knowledge and belief, the information I have provided is true and complete. If it is not I understand I might be refused financial support, or prosecuted and my financial support withdrawn.

Your full name  
(in BLOCK CAPITALS)

Your signature

Date

**You must return this form to the same address that you returned your main application to. If you need help remembering this address, go online to [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk) and click on 'Find my Education and Library Board.**