

Notification of change of circumstances for students on full-time courses - Academic Year 2010/11

Form CO1

This form is also available at www.studentfinanceneni.co.uk

Customer Reference Number:

Title:

Forename(s):

Surname:

Date of birth:

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"/>

Tick the boxes below to indicate your change of circumstances 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, a loan request form must be completed. You can download a form at www.studentfinancenl.co.uk. Alternatively, contact us on **0845 600 0662** to have one sent to you.

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)

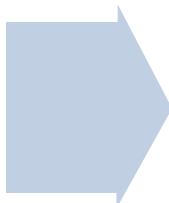
b2

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 2010/11.

Number of weeks you will be on full-time teaching practice in academic year 2010/11.

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 2010/11.

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 2010/11?

- | | | |
|--------|------------------------------------------------|------------------------------------------------|
| 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 2010/11?

- | | | | |
|--------|------------------------------------------------|---------------------------------------|--------------------------------------------------------|
| 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 2010/11?

Yes No

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

Yes No

e 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 2010/11:

£

If you wish to apply for a Tuition Fee Loan or wish to change the amount of Tuition Fee Loan you originally requested, you must complete a Tuition Fee Loan Request Form. You can download a form at www.studentfinanceni.co.uk. Alternatively, contact our Customer Support Office on **0845 600 0662** to have one sent to you.

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.

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 and click on 'Find my Education and Library Board.