

## Change of Circumstances Form

[www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)

### Section 1 Your change of circumstances

#### 1.1 Your original information

We need to be able to link the information you give on this form to your account. If this is the first time you are telling us about a change to your name - use the name we currently know.

Customer Reference Number

Full name

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"/>

#### 1.2 What's changed?

If more than one of your circumstances has changed you may need to complete multiple sections of this form.

- My personal details – **complete Section 2**
- My contact details – **complete Section 3**
- My course details – **complete Section 4**
- I've left my course – **complete Section 5**
- I have a change to my circumstances that is not detailed on this form - **complete Section 6**



## Section 2 Changes to your personal details

### 2.1 Give us your updated information

If your name has changed you need to send us one of the following:

- your change of name deed; or
- your marriage certificate or civil partnership documentation; or
- your divorce certificate or dissolution order.

Title

Mr  Mrs  Miss  Ms  Mx

Doctor  Professor

Forename(s)

Surname

Sex

Male  Female

**If you've told us about all your changes, make sure you sign the terms and conditions before returning your form.**

## Section 3 Changes to your contact details

### 3.1 Give us your updated contact numbers and email, if they've changed

Home telephone number

Mobile telephone number

Email address

### 3.2 Tell us your new address, if it has changed

My permanent home address has changed

My term-time address has changed  
If different from your home address

Address

Postcode

Country

When did/will you move to this address?

Day                      Month                      Year  
  /   /

If you've told us about all your changes, make sure you sign the terms and conditions before returning your form.

## Section 3 Changes to your contact details

### 3.3 Change your additional contacts

We'll only use their details to get back in contact with you, if we lose contact with you, nothing else.

By entering these details, you're confirming you've told them about this and they're happy for Student Loans Company Ltd to contact them if necessary.

#### Contact 1 This person can live at the same address as you.

First name

Surname

Relationship to you

Address

Postcode

Phone number

#### Contact 2 This person can't live at the same address as you.

First name

Surname

Relationship to you

Address

Postcode

Phone number

If you've told us about all your changes, make sure you sign the terms and conditions before returning your form.

## Section 4 Changes to your course details

### 4.1 Give us your new course information

University name

University address

Name of campus/location

Course name

Start date of the first year of your course

Month      Year  
 /

Course type

Taught Master's                       PG Certificate  
 Research-based Master's        PG Diploma

Study type

Part-time                                       Full-time

### 4.2 How long is your new course?

1 year  
 2 years  
 3 years

### 4.3 What year of your course are you starting this year?

1st year  
 2nd year  
 3rd year

## Section 4 Changes to your course details - continued

### 4.4 Is this a distance learning course?

No

Yes - you need to tell us where you'll live while you study. You can leave this blank if you've completed section 3.

Postcode

Is this an overseas address?

No

Yes - is this because you, or a family member you live with, are in the Armed Forces?

No

Yes

### 4.5 Will you be studying overseas for over half of your entire course?

No

Yes – you should contact us on **0300 100 0493** before completing your application.

If you've told us about all your changes, make sure you sign the terms and conditions before returning your form.

## Section 5 I've left my course

5.1 When did/will this take place?

Day                      Month                      Year  
 /  /

5.2 Why did you withdraw from your course/suspend your studies?

If you've told us about all your changes, make sure you sign the terms and conditions before returning your form.

## **Section 6 Any other changes**

If you have another change which is not detailed on this form you can use this page to give us as much detail as you can about the change. We'll be in touch to confirm what, if any, further action or information is needed.



**If you've told us about all your changes, make sure you sign the terms and conditions before returning your form.**

# Terms and Conditions

These terms and conditions (“terms”) and applicable legislation apply to all of the student finance available to students for the academic year 2020/21.

**I understand that my application for student finance may be delayed unless I sign and date these terms.**

## Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at [www.studentfinancenir.co.uk/terms-and-conditions](http://www.studentfinancenir.co.uk/terms-and-conditions)
2. 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 that I may not receive student finance, any support I have had may be withdrawn and I could be prosecuted.
3. I understand that student finance is provided to me by the Department for the Economy (the “Lender”) which includes any persons acting on its behalf and any replacement(s) under Article 4(3) of the Education (Student Support) (Northern Ireland) Order 1998 as amended or replaced from time to time (the “Order”).
4. I understand these terms, the Order and the regulations made under Article 3 of the Order will apply to any student finance provided to me by the Lender.
5. I understand that “student finance” in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the regulations.
6. I understand that the Student Loans Company Limited (“SLC”) and the Education Authority (“EA”) carry out certain functions on behalf of the Lender.
7. I understand that if I have:
  - i. reached the age of 18 years; and
  - ii. have entered into agreement(s) for a loan under the Order before I reached the age of 18 years,
8. I agree to give SLC and EA any information they need in support of this application for student finance and to seek repayment.
9. I agree to tell SLC and EA immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC and EA about any changes in my personal details (including my National Insurance number) and contact details I have provided.
10. I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Order and the regulations. I understand that I will repay my loan(s) through the United Kingdom (“UK”) tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/ are contract(s) between me and the Lender. I am agreeing to “ratify” any and all such student loans by signing these terms. This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to “ratify” any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.

understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.

13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

#### Legal Action and Applicable Law

14. In the event of any legal action, I agree that the laws of Northern Ireland will apply and that the courts of that part of the UK will hear any legal action. If my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action. I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.

#### Sharing Information

15. If I am in breach of these terms and/or the regulations I agree that the Lender may share information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.
16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.
17. I understand that SLC will process my personal data in line with the Privacy Notice available at [www.studentfinancenl.co.uk/privacy-notice](http://www.studentfinancenl.co.uk/privacy-notice) which may be updated from time to time.

#### Disabled Students' Allowances ("DSAs")

This section applies if I apply for DSAs this academic year.

18. I understand that any equipment I receive through DSAs must be used for my course of study and that I am responsible for paying any repair costs.
19. I understand SLC reserves the right to pay the suppliers of any approved equipment and support directly. I will be notified if SLC will make payments directly to suppliers on my behalf.

#### Alternative Funding

20. I confirm that I have not previously received any loan(s) for a Postgraduate Master's degree under the regulations or where this was provided out of funds from another UK government authority. I understand the Lender may waive this requirement where I was unable to complete my course due to compelling personal reasons.
21. Where my course of study commences on or after 1 August 2020, I confirm that I have not previously received a base grant or contribution to costs grant for a Postgraduate Master's degree under the Education (Student Support) Postgraduate Master's Degrees (Wales) Regulations 2019. I understand the Lender may waive this requirement where I was unable to complete my course due to compelling personal reasons.

Customer Reference Number

Your signature (in ink)

Today's date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Return your completed form to: **Student Finance NI**  
**Postgraduate office**  
**Ballee Centre**  
**Ballee Road West**  
**Ballymena**  
**BT42 2HS**

