

# Change of circumstances form full-time students 2021/22



This form is also available on our website [www.studentfinanceneni.co.uk](http://www.studentfinanceneni.co.uk)

Customer Reference Number

Title

Date of birth

Day      Month      Year







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.studentfinanceneni.co.uk](http://www.studentfinanceneni.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 0300 100 0077.
- 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 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.**

## Section 2 - 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.**

## Section 3 - change of university or college

### New university/college details

New university/college name and address

Postcode

a1

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

**If the new course details you give us can't be confirmed yet, your student funding may be delayed.**

**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

Date you will finish your new course

Course length (years)

**a7** Will you be studying in England?  Yes  No

**If 'No' go to b1**

**a8** Is this an accelerated degree course?  Yes  No

## Section 4 - change of course

Continued

**b1** Year of course

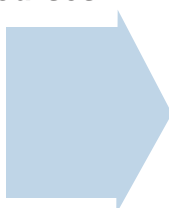
- Foundation year    First year    Second year    Third year    Fourth year
- Other (give details)

**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 2021/22.

Number of weeks you will be on full-time teaching practice in academic year 2021/22.

**e** 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 2021/22.

### 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

**e** 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 2021/22?

- Term 1  Living with parent(s)    Elsewhere or own home
- Term 2  Living with parent(s)    Elsewhere or own home
- Term 3  Living with parent(s)    Elsewhere or own home

**c2** Where will you spend most of your time in the academic year 2021/22?

- Term 1  University or college    Study abroad    Work placement
- Term 2  University or college    Study abroad    Work placement
- Term 3  University or college    Study abroad    Work placement

If you have ticked 'University or college' for all 3 terms, go to section 5

## Section 4 - change of course

Continued

**d** Will you be undertaking a placement as part of the Erasmus+ exchange programme or a government-funded mobility scheme established to replace Erasmus+?

Yes  No

If 'Yes' and/or you'll be studying abroad go to section 5

**e1** Where will your placement be?

Abroad  UK/ROI  Don't know

If you 'Don't know' go to e3

**e2**

 Postcode 

**e3** 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 2021/22?

Yes  No

## Section 5 - 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 2021/22:

£

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

## Section 6 - 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

To find out how we'll use the information you provide go to [www.studentfinancenl.co.uk/privacynotice](http://www.studentfinancenl.co.uk/privacynotice) to read our Privacy Notice before signing this form.

If you cannot sign this form it must be signed on your behalf by your attorney. The Power of Attorney letter must be sent with this form before a signature from that 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 may not receive financial support, any support I have had may be withdrawn and I could be prosecuted.

Your full name  
(in BLOCK CAPITALS)

Your signature

Date 

Day	Month	Year			

**You must return your completed form to your local Student Finance NI (SFNI) office. You can find their address at [www.studentfinancenl.co.uk](http://www.studentfinancenl.co.uk)**