

# Notification of change of circumstances for EU students on full-time courses - Academic Year 2012/13


## Form EUCO1

This form is also available at [www.direct.gov.uk/studentfinance-EU](http://www.direct.gov.uk/studentfinance-EU)

First name(s)

Surname/family name

### Important information

- You should complete this form to notify us immediately of any change in your circumstances. We will use the information you provide to determine if a change affects the amount of student finance you are entitled to receive.
- Please enclose, or ask your university or college to send the relevant documentary evidence of your change of circumstances where requested on this form. When evidence is required you will see this icon. 
- Return this form to the EU Customer Services Team at Student Loans Company, PO Box 89, Darlington, County Durham, England, United Kingdom, DL1 9AZ.

Tick the boxes below to indicate your change(s) of circumstance 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

#### Sections to be completed

- 1 and 2
- 1 and 3
- 1, 4, 5 and 6
- 1 and 5
- 1, 5 and 6
- 1 and 6
- 1 and 7

If you are changing to a part-time course which is not a course of Initial Teacher Training in Northern Ireland, you should contact our EU Customer Services Team. You may still be able to receive grants but you will have to apply for these using a different form.

- ☐ I have other changes of circumstance not detailed on this form

1 and use Additional notes page to give details



**You must sign and date the declaration on page 7.**



EUCO1F/1213

## section

# 1

## personal details



This form **must** be completed in black ink.

Customer Reference Number  
(if you have one)

Title

First name(s)

Surname/family 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"/>

## section

# 2

## change of name

New title

New first name(s)

New surname/family name



**Please provide appropriate documentary evidence, for example, a marriage certificate, deed poll, etc.**

Documentary evidence acceptable for individual countries can be located on our website at **[www.direct.gov.uk/studentfinance-EU](http://www.direct.gov.uk/studentfinance-EU)**

## change of address and/or telephone number

New term-time address	New home address
<input type="text"/>	<input type="text"/>
Town/City <input type="text"/>	Town/City <input type="text"/>
Country <input type="text"/>	Country <input type="text"/>
Postcode <input type="text"/>	Postcode <input type="text"/>
New term-time phone number (including country and area code) <input type="text"/>	New home phone number (including country and area code) <input type="text"/>
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"/> <input type="text"/> <input type="text"/>	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"/> <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

a1

New university/college name and address

<input type="text"/>	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

a2

UCAS university/college code (if you know it)

a3

Did the change take place after starting a previous course? Yes ☐ No ☐

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

**Section 5 must also be completed to confirm details of the course that you will be studying at your new university or college.**

section

# 5

## change of course

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 or college, give the address of that university or 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		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date you will finish your new course

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

Full course length

 (years)

b1

Year of course

☐ Foundation year ☐ First year ☐ Second year ☐ Third year ☐ Fourth year

☐ Other (give details)

# change of course

b2

## Course type (please tick one box):

- ☐ Full-time undergraduate
- ☐ Full-time postgraduate Initial Teacher Training (ITT)
- ☐ Full-time distance learning
- ☐ Full-time foundation degree
- ☐ Full-time involving a placement (sandwich course)

## Other course types (only for students who started their course before 1st September 2010 and students studying in Northern Ireland):

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



### Answer both questions

Number of weeks you will be studying full-time in academic year 2012/13. **e**

Number of weeks you will be on full-time teaching practice in academic year 2012/13. **e**

c

Where will you spend most of your time studying in the academic year 2012/13?

You should only tick 'placement in the UK or abroad' if you will be on a work placement that is a part of your UK course. Do not count periods of teaching practice as a placement. If you are on an Initial Teacher Training (ITT) course, tick 'University or college'. You should only tick 'study abroad' if you will be studying **outside of the UK** as part of your UK course.

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, you don't have to fill in the rest of section 5.

d

Where will your placement be?

Abroad ☐ UK ☐ Don't know ☐

if you 'Don't know' go to e

Placement name and address, if known

 Postcode 

e1

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

Yes ☐ No ☐

e2

If 'Yes', how long is this placement for?

Full year ☐ Part year ☐

## section

# 6

## change of course tuition fee

Give the tuition fee amount that your university or college is charging for the course you will be studying in academic year 2012/13:

£

If you are not sure of the tuition fee you will be charged - please contact your university or college.

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 an EU Tuition Fee Loan Request Form. You can download a form at [www.direct.gov.uk/studentfinance-euforms](http://www.direct.gov.uk/studentfinance-euforms). Alternatively, contact our EU Customer Services Team on **0141 243 3570** to have one sent to you.

## section

# 7

## leaving your course or suspending your 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 7.**

**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** If 'Yes', 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 5 with details of your new course.**

**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.direct.gov.uk/studentfinance-euforms](http://www.direct.gov.uk/studentfinance-euforms)

Alternatively, you may also obtain a copy of the Statement by writing to the Student Loans Company (SLC) at 100 Bothwell Street, Glasgow, G2 7JD.

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 given on this form is true and complete and I understand that if I have given SLC false information, or have not given them complete information, I might be refused financial support, or I may be prosecuted and my financial support withdrawn.
- I agree to give SLC any additional information they require to enable them to process my application and agree to tell them immediately if my circumstances change in any way that might affect my entitlement to financial support.
- I understand that if I do not tell SLC about any change in my circumstances, which may affect my entitlement, I may not be eligible to receive any outstanding instalments or payments that they have told me about, and that I may have to repay all or part of the financial support I have already received in the year.

Your full name  
(in BLOCK CAPITALS)

Your signature

Today's date

DAY		MONTH		YEAR	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="2"/>	<input type="text" value="0"/>

## **Additional notes**

If you are providing extra information below please clearly mark what section and question the information is about.