



# Change of Circumstances form

# 2010/11

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

Customer Reference Number:

Forename(s):

Surname:

Date of birth:

 /  / 

Tick the boxes below to indicate your change of circumstances and complete the relevant sections of this form.

## My change of circumstance

## Sections to be completed

- |  |   |
|--|---|
| <input type="checkbox"/> I have changed my name.   | 1   |
| <input type="checkbox"/> I have changed my address.                                      | 2   |
| <input type="checkbox"/> I have changed my university or college.                        | 3, 4 and 5  |
| <input type="checkbox"/> I am changing to a part-time course.                            | 4   |
| <input type="checkbox"/> I have changed course.  | 4 and 5   |
| <input type="checkbox"/> My course tuition fee amount has changed.                       | 5   |
| <input type="checkbox"/> I have left my course or suspended my studies.                  | 6   |
| <input type="checkbox"/> I want to change my bank details.                               | None. Go online or call us on 0845 300 50 90.                                 |
| <input type="checkbox"/> I have other changes of circumstance not detailed on this form. | None. Please complete this page and attach a piece of paper detailing change. |


**!** Please remember to sign and date the declaration on page 9



**C01**

SFE/C01/1011

# 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.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance)**. Alternatively, contact us on **0845 300 50 90** to have one sent to you.

## section 1 - 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 - Contact details

New term-time address:

New home address:

Postcode:

Postcode:

New term-time phone number:

New home phone number:

Date your term-time address will change:

Date your home address will change:

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

section 1 change of name  
section 2 change of address  
and/or telephone number

### section 3 - New university/college details

**a1** New university/college name and address:

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 3 change of university or college

## section 4 - New course details

a1 New course name:

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

a2 If the course is franchised to another university/college, give the address of the other university/college:

a3 Did the change of course take place after you started your previous course?

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):

Year of course:

Postcode:

☐ Yes ☐ No

/

/

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

**b2** Which of the following is your new course? Tick one box only.

Full-time undergraduate ☐

Full-time postgraduate Initial Teacher Training (ITT) ☐

Full-time foundation degree ☐

Full-time distance learning ☐

Full-time involving a placement (sandwich course) ☐

**Other Course Types  
(returning students only):**

Flexible postgraduate ITT ☐

Part-time undergraduate ITT ☐

Part-time ITT (excluding first degrees) ☐

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.

**Answer both questions**

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.

**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 2010/11.

**c1** Where will you live during the academic year 2010/11?

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 studying in the academic year 2010/11?

Term 1

☐

University or college

☐

Study abroad

☐

Placement in the UK or abroad

Term 2

☐

University or college

☐

Study abroad

☐

Placement in the UK or abroad

Term 3

☐

University or college

☐

Study abroad

☐

Placement in the UK or abroad

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

☐

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 an '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;

☐

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 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.

## section 5 - 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.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).

Alternatively, contact us on **0845 300 50 90** to have one sent to you.

## section 6 - 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 9.**

**a2** When did you leave or suspend study?

/  /

**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?

/  /

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.direct.gov.uk/studentfinance-dataprotection](http://www.direct.gov.uk/studentfinance-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:

**X**

Date:

		/			/				
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**Once you have completed this form, and signed and dated the declaration, please return it to the same address you returned your main application to. If you need help remembering this address, a contact list is available online at [www.direct.gov.uk/studentfinance](http://www.direct.gov.uk/studentfinance).**