

At certain stages throughout a student's time at university or college or before they start, their circumstances could change – affecting what financial help they could get. This fact sheet is designed to outline what a student needs to do in order to tell us when their circumstances have changed.

At **any point** before or during the academic year a student can;

- Log into their online student finance account and make changes to their personal details
- Advise us of any other change in their circumstances
- Contact us to adjust the amount of Maintenance Loan or Tuition Fee Loan they want.

This can be done by completing a Change of Circumstances form which can be downloaded by logging into their online account.

If the fee they're being charged changes **before** they start their course they should tell us about this directly. However, if it changes **after** their course starts, they need to ask their university or college to tell us about it instead.

Likewise, if the student intends to change their course, repeat a year or suspend their studies **after** the course has started, they'll need to ask their university or college to tell us.

student finance england

Change of Circumstances Form 2014/15

Customer Reference Number
Forename(s)
Surname
Date of birth

! The quickest and easiest way to tell us about your change of circumstance(s) is online. Just log into your account at www.gov.uk/studentfinance

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	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 5090.
<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

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Student Finance England is a service provided by the Student Loans Company. We provide financial support on behalf of the UK Government to students from England entering higher education in the UK.