

# Change of Circumstances Form

## About this form

Complete this form if you have successfully applied for a Postgraduate Master's Loan and your information has changed. It's important you tell us about any changes as soon as possible. We need your details to be up-to-date so we can contact you and make sure you are getting the correct funding.

## How to complete this form

Follow the instructions, we'll tell you what questions you need to answer and which ones you can skip. You need to complete all of the questions you're asked to. Any missing information could affect your student finance. Make sure to read the check list in Section 9 before returning your form.

## Your details

Customer Reference Number

Full Name

## Section 1 Your change of circumstances

### 1.1 What has 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**

This includes any changes to:

- your title
- your name

My contact details – **Complete Section 3**

This includes any changes to:

- your telephone numbers
- your home or term address(es)
- your email address
- your additional contacts

My payment details – **Complete Section 4**

My course details – **Complete Section 5**

This includes any changes to:

- your university details
- your course name/type
- your course start date
- your course length

I've left my course – **Complete Section 6**

I'd like to change how much I'm borrowing – **Complete Section 7**

I have a change to my circumstances that is not detailed on this form – **Complete Section 8**



## 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  
 Doctor  Professor

Forename(s)

Surname

Sex

Male  Female

#### **If you've told us about all your changes.**

You now need to read, sign and date the declaration on page 10 before returning your form.

#### **If you have more changes to tell us about.**

You need to complete the other section(s) you indicated in Section 1 before completing the declaration.

## Section 3 Changes to your contact details

### 3.1 Has your contact telephone number(s) or email address changed?

No – go to 3.2

Yes – give details

Home telephone number

Mobile telephone number

Email address

### 3.2 Has your home address changed?

No – go to 3.6

Yes – give us your updated address

Postcode

### 3.3 When did you change address?

If your change hasn't happened yet, tell us when it will.

Day                      Month                      Year  
 /  /

### 3.4 Will you live somewhere other than your home address while you study?

No – go to 3.6

Yes – give us your term-time address

Postcode

### 3.5 When did you move to your term-time address?

If your change hasn't happened yet, tell us when it will.

Day                      Month                      Year  
 /  /

## Section 3 Changes to your contact details (continued)

### 3.6 Do you want to update your additional contacts?

If we lose contact with you we'll only use their details to get back in 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 to contact them if necessary.

**Contact 1** can live at the same address as you

**Contact 2** can't live at the same address as you or contact 1.

No

Yes – complete the information below

#### Contact 1

Forename(s)

Surname

Relationship to you

Address

Postcode

#### Contact 2

Forename(s)

Surname

Relationship to you

Address

Postcode

#### If you've told us about all your changes.

You now need to read, sign and date the declaration on page 10 before returning your form.

#### If you have more changes to tell us about.

You need to complete the other section(s) you indicated in Section 1 before completing the declaration.

## Section 4 Changes to your payment details

### 4.1 Give your updated UK bank or building society information

This must be a **UK** bank or building society account in your own name (not a joint account) and be able to accept direct credits.

Please note that incorrect bank or building society details will result in your loan payments being delayed.

Sort code

 -  - 

Account Number

Building society roll number (if applicable)

#### If you've told us about all your changes.

You now need to read, sign and date the declaration on page 10 before returning your form.

#### If you have more changes to tell us about.

You need to complete the other section(s) you indicated in Section 1 before completing the declaration.

## Section 5 Changes to your course details



If you have already received your first payment, please contact your university or college and ask them to advise us of your transfer.

### 5.1 When did this change happen?

If your change hasn't happened yet, tell us when it will.

Day                      Month                      Year  
 /  /

### 5.2 Give us your new course information

As your university or college need to confirm this change to us, please make sure they are aware of the above change of circumstance.

University name

University address

Name of campus/location

Course name

Start date of the first year of your new course

Month                      Year  
 /

Course type

Taught Master's

Research-based Master's

Study type and duration

Full-time – 1 year

Full-time – 2 years

1 year full-time equivalent (FTE)

Part-time – 2 years

2 year full-time equivalent (FTE)

Part-time – 3 years

Part-time – 4 years

Part-time – Undecided (2 year FTE)

No full-time equivalent (FTE)

Part-time – 2 years

Part-time – 3 years

The length of your course will affect your payments, make sure to update us if this changes.

## Section 5 Changes to your course details (continued)

**5.3** Are you transferring to a course that's eligible for an NHS bursary?

- No  
 Yes

**5.4** Are you transferring to a course that's eligible for a Social Work bursary?

- No  
 Yes - have you applied for this and been rejected?  
 No - You need to apply for this. You should do this now.  
 Yes - I've applied and been rejected. You need to send your rejection letter with your application.

**5.5** 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

### **If you've told us about all your changes.**

You now need to read, sign and date the declaration on page 10 before returning your form.

### **If you have more changes to tell us about.**

You need to complete the other section(s) you indicated in Section 1 before completing the declaration.

## Section 6 I've left my course



If you have already received your first payment, please contact your university or college and ask them to advise us of your transfer.

### 6.1 When did this change happen?

If your change hasn't happened yet, tell us when it will.

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"/>
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### 6.2 Why did you leave your course?

#### If you've told us about all your changes.

You now need to read, sign and date the declaration on page 10 before returning your form.

#### If you have more changes to tell us about.

You need to complete the other section(s) you indicated in Section 1 before completing the declaration.

## Section 7 Changes to your loan amount

### 7.1 How much would you like to borrow?

You can borrow up to a maximum of £10,906. The deadline for changing the amount of your loan is nine months from the first day of the final academic year of the course.

the maximum £10,906.

another amount? State how much

£ ,

#### If you've told us about all your changes.

You now need to read, sign and date the declaration on page 10 before returning your form.

#### If you have more changes to tell us about.

You need to complete the other section(s) you indicated in Section 1 before completing the declaration.



## Section 8 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.**

You now need to read, sign and date the declaration on page 10 before returning your form.

### **If you have more changes to tell us about.**

You need to complete the other section(s) you indicated in Section 1 before completing the declaration.

# Declaration

You must sign, date and return this form before any payment can be made to you.

Before signing and returning your completed form, you should read our Privacy Notice and guide to terms and conditions of your Postgraduate Loan (“PGL”) online at [www.gov.uk/mastersloan/apply](http://www.gov.uk/mastersloan/apply)

## Your application for financial support will be delayed unless you sign, date and return this declaration.

### General Declaration

- 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 received may be withdrawn and I could be prosecuted. Any information provided which is found to be materially inaccurate may be regarded as evidence of an attempt to mislead the Student Loans Company Limited (“SLC”). In such circumstances, SLC may report the matter to the authorities and/or terminate your eligibility for student finance.
- I agree to give SLC any information they require 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 do this, I may not receive any further payments, and may have to repay the financial support I have already received.
- I confirm that in connection with my course I am not eligible to apply for: a healthcare bursary; any allowance under the Nursing and Midwifery Student Allowances (Scotland) Regulations 2007; or any allowance, bursary or award of similar description made under section 67(4)(a) of the Care Standards Act 2000 (“CSA”). I agree that except in relation to social work bursaries, if I am eligible to apply for, or in receipt of, any such allowance, bursary, or award of similar description while in receipt of a PGL, I am obliged to repay the PGL in full and SLC may take such action as is necessary to obtain such repayment. If I am eligible to apply for a social work bursary from (i) National Health Service ; (ii) Department of Health and/or (iii) Student Awards Agency Scotland; then in circumstances where I have (i) applied for and not been awarded a social work bursary, I may apply for PGL; (ii) applied for and been awarded a social work bursary, I may not apply for a PGL and in the event of being in receipt of any such PGL, I am obliged to repay the PGL in full and SLC may take such action as is necessary to obtain such repayment.
- I acknowledge and understand that if I am entitled to apply for travel expenses under the CSA, such act alone does not make me ineligible for a PGL.
- I confirm that I have not previously received a loan in respect of a Postgraduate Master’s degree, where that loan was provided out of funds provided by another government authority within the United Kingdom (“UK”).
- I agree that in the event of receiving an overpayment of financial support, I am obliged to repay this in full and SLC may take such action as is necessary to obtain such repayment.
- I understand that if I have provided details of my UK passport, SLC will verify those details with Her Majesty’s Passport Office.
- I confirm where I have provided any personal information in relation to a third party, I have informed them of this.

### Loan Contract

- a I confirm I have read and understood these terms and the guide to terms and conditions available online at [www.gov.uk/mastersloan/apply](http://www.gov.uk/mastersloan/apply)
- b I acknowledge and agree that any loan(s) made to me by the Secretary of State for Education (the “lender”) which includes any persons exercising functions on behalf of the Secretary of State pursuant to section 23(4) of the Teaching and Higher Education Act 1998 as amended from time to time or successor legislation (the “Act”) will be on the terms set out in these declarations and in Regulations which are made under section 22 of the Act as amended from time to time.
- c I acknowledge and agree that in the event that I have: (i) reached the age of 18 years; and (ii) have entered into one or more agreements for a loan under section 22 of the Act (and relative secondary legislation) before I reached the age of 18 years, upon signing this declaration I am agreeing to ratify any and all such student loans. I understand that ratification of any agreement for a loan made with me before I reached the age of 18 years is a statutory precondition of my eligibility for student support after attaining the age of 18 years.
- d I undertake to repay the lender any loan(s) made to me, together with all and any interest, penalties and charges which apply.
- e I agree that any loan(s) made to me as a consequence of the acceptance of my application by the lender is a contract(s) between me and the lender which binds me from the payment to me of the first loan advance and that the repayment of any such loan(s), together with all and any interest, penalties and charges which apply, will be due by me to the lender as a debt.

- f I agree that I shall be obliged to make repayment of my loan(s), together with all and any interest, penalties and charges which apply, to such address as shall be notified to me in writing and that any services in respect of my loan(s) may be provided at such address or other address(es) as the lender may from time to time determine and that the service of providing the loan is provided at the lender's principal address.
- g I agree that any action for repayment and/or in respect of or in connection with my loan(s) and/or all and any interest, penalties and charges which apply, will be brought before the ordinary civil courts and shall be governed by the general rules of civil procedure.
- h I agree that my request for a loan, the loan and the contract between me and the lender shall be governed by the law of the place of my home address as stated in this application form (or, if my address is outside the UK, English law).
- i I irrevocably agree that the courts of the part of the UK in which my home address stated in this application form is situated (or the English, Scottish and Northern Ireland courts where my address is outside the UK) shall have non-exclusive jurisdiction to hear any action or proceedings arising out of or in connection with the loan and the contract between me and the lender and I irrevocably submit to the jurisdiction of those courts and waive any objection to the jurisdiction of those courts, provided that this shall not limit the lender's rights to take proceedings against me in any other court of competent jurisdiction.
- j I agree that from the date I submit this form until the date when my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I will notify the lender of any changes in the personal details (including National Insurance number ("NINO")) and contact details I have provided as required in accordance with the Regulations referred to in paragraph b.
- k In the event that I leave the UK to reside outside the UK or that for any other reason I am outside the UK tax system, I undertake to inform the lender in accordance with the Regulations referred to in paragraph b and I undertake to provide the lender with my new and any subsequent contact details until my loan, together with all and any interest, penalties and charges which apply, is fully repaid.
- l I agree to take all future action requested by the lender and provide the lender with all information required to ensure repayment, in accordance with the Regulations referred to in paragraph b.
- m If I breach any of the terms under which any loan(s) will be made I agree that I will be obliged to pay any charges and penalties which may apply under the Act and the Regulations made under that Act, as amended from time to time or successor legislation and/or Regulations.
- n I understand that SLC will check my NINO and personal details with the Department for Work and Pensions ("DWP"). If I do not know my NINO, or if the number I provide cannot be authenticated, DWP will trace and give my number to the lender.
- o If I breach any of the terms under which any loan(s) will be made I agree that the lender may share information held about me and my account with any person, including the government or a government agency of another country, who may assist in establishing my whereabouts and/or in taking action to recover outstanding loan amounts.

Customer Reference Number

Your signature (in ink)

Today's date

Day                      Month                      Year


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Return your completed form to: **Student Finance England**  
**PO Box 210**  
**Darlington**  
**DL1 9HJ**



## Section 9 Finalising your form

**9.1** Have you told us about all the changes to your circumstances?

**No** - complete all the sections you need to, if you have any additional circumstances that aren't covered by this form you can use Section 8 to tell us about them.

**Yes**

**9.2** Have you signed and dated your declaration?

**No** - you must sign the declaration, we can't update your information without it.

**Yes** - you're ready to return your Change of Circumstances form.

Return your completed Change of Circumstances form to:

**Student Finance England**  
**PO Box 210**  
**Darlington**  
**DL1 9HJ**

Make sure what you're sending is weighed and the correct postage is fully paid.

**Remember to ask for proof of postage!**