

Change of Circumstances form

About this form

Complete this form if you have successfully applied for a Postgraduate Doctoral 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 you read the checklist 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 have 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
- any other funding

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 Mx

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 terms and conditions 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 terms and conditions.

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 terms and conditions 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 terms and conditions.

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 terms and conditions 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 terms and conditions.

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 Will you be starting a new course?

No - go to 5.4
 Yes

5.3 Give us your new full doctoral 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
 /

5.4 How long is your course in total?

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

3 years
 4 years
 5 years
 6 years
 7 years
 8 years

Section 5 Changes to your course details (continued)

5.5 Are you eligible to apply for a Social Work bursary?

- No
- Yes – have you applied and been rejected for this?
- 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.

5.6 Will you be receiving an NHS bursary?

- No
- Yes

5.7 Is this a full doctoral course?

- No
- Yes

5.8 Will you expect to receive Research Council Funding at any time during your entire course?

- No
- Yes

5.9 Is this a Distance Learning course?

- No - go to **5.10**
- Yes - you need to tell us where you'll live while you study. You can leave this blank if you've completed section 3

Address

Postcode

Are you studying on a distance learning course because you or a member of your family are in the armed forces?

- No - go to **5.10**
- Yes

Section 5 Changes to your course details (continued)

5.10 Are you studying outside of the UK for more than half of your entire course?

No – if this changes you need to contact us.
 Yes

If you've told us about all your changes.

You now need to read, sign and date the terms and conditions 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 terms and conditions.

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
 / /

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 terms and conditions 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 terms and conditions.

Section 7 Changes to your loan amount

7.1 How much would you like to borrow?

You can borrow up to a maximum of £26,445 for the entire of your course. 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 available to me

another amount? State how much

£

If you've told us about all your changes.

You now need to read, sign and date the terms and conditions 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 terms and conditions.

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 terms and conditions 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 terms and conditions.

Terms and conditions

Terms and conditions

These terms and conditions (“terms”) and applicable legislation apply to all of the student finance available to students for the academic year 2020/21.

I understand that my application for student finance may be delayed unless I sign and date these terms.

Loan Contract

1. I confirm I have read and understood these terms and A Guide to Terms and Conditions available at www.studentfinancewales.co.uk/terms-and-conditions
2. 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 that I may not receive student finance, any support I have had may be withdrawn and I could be prosecuted.
3. I understand that student finance is provided to me by the Welsh Ministers (the “Lender”) which includes any persons acting on their behalf and any replacement(s) under section 23(4) of the Teaching and Higher Education Act 1998 as amended or replaced from time to time (the “Act”).
4. I understand these terms, the Act and the regulations made under section 22 of the Act will apply to any student finance provided to me by the Lender.
5. I understand that “student finance” in these terms means financial support by way of grant(s) and/or loan(s) made by the Lender under the regulations.
6. I understand that the Student Loans Company Limited (“SLC”) carries out certain functions on behalf of the Lender.

My Obligations

7. I understand that if I have:
 - (i) reached the age of 18 years; and
 - (ii) have entered into agreement(s) for a loan under section 22 of the Act before I reached the age of 18 years,I am agreeing to “ratify” any and all such student loans by signing these terms. This means that I confirm I entered into agreement(s) with the Lender and agree to the terms of any such previous agreement(s). If I have reached the age of 18 and refuse to “ratify” any previous agreement(s), I understand that I will not be eligible to get any further student finance under the regulations.
8. I agree to give SLC any information they need in support of this application for student finance and/or to seek repayment.
9. I agree to tell SLC immediately if my circumstances change in any way that might affect my entitlement to student finance. I understand that if I do not do this I may not get any further payments and I may have to repay the student finance I have already received. I agree that from the date I submit my student finance application until my loan(s), together with all and any interest, penalties and charges which apply, is fully repaid I must tell SLC about any changes in my personal

details (including my National Insurance number) and contact details I have provided.

10. I agree that if I get an overpayment of student finance, I need to repay this in full and that any overpayment may be taken from any future entitlement to student finance.
11. I agree that I will repay the Lender any loan(s), together with all and any interest, penalties and charges which apply. I understand that this repayment will be due by me to the Lender as a debt. If I breach any of the terms of my loan, I agree to pay any charges and penalties which apply under the Act and the regulations. I understand that I will repay my loan(s) through the United Kingdom (“UK”) tax system and/or I may repay SLC directly. If I live abroad, I will repay my loan(s) to SLC directly.
12. I agree that any loan(s) made to me in accordance with the regulations once my application is accepted by the Lender is a/are contract(s) between me and the Lender. I understand that I am liable for my loan(s) and will be charged interest from the first payment of the loan advance by the Lender.
13. I agree to tell SLC if I leave the UK to live outside the UK or if for any other reason I am outside the UK tax system for more than three months.

Legal Action and Applicable Law

14. In the event of any legal action, I agree that the laws of England and Wales will apply and that the courts of that part of the UK will hear any legal action. If my address is outside the UK the laws of the part of the UK where my education provider is situated will apply and the courts of that part of the UK will hear any legal action. I agree that the Lender has the right to take legal action against me in any other court with jurisdiction.

Sharing Information

15. If I am in breach of these terms and/or the regulations I agree that the Lender may share information held about me and my account with third parties, including the government or a government agency of another country, who may help to locate me and/or help take action to recover any payments I owe.
16. I confirm where I have provided any personal information about any other person in my student finance application, I have done so with their consent.
17. I understand that SLC will process my personal data in line with the Privacy Notice available at www.studentfinancewales.co.uk/privacy-notice which may be updated from time to time.

Disabled Students’ Allowances (“DSAs”)

This section applies if I apply for DSAs this academic year.

18. I understand that any equipment I receive through DSAs must be used for my course of study and that I am responsible for paying any repair costs.

19. I understand that if I consent to SLC sourcing my equipment and support, SLC can pay the suppliers of any approved equipment and support directly.
20. I understand that with my consent, SLC can make payment to the needs assessment centre on my behalf.
21. I understand that with my consent, SLC can make a direct payment on my behalf to third parties providing any other approved service or support to me.
22. If I do not agree to SLC paying the suppliers of equipment, support or other services on my behalf, I understand that I will be responsible for meeting the costs of any approved equipment, support or other services out of my DSAs allowance. SLC reserves the right to request evidence of receipt of equipment, support or other services in relation to my DSAs.

Alternative Funding

23. I confirm that I have not previously received any loan(s) for a Postgraduate Doctoral degree under the regulations and/or where this was provided out of funds from another UK government authority. I understand the Lender may waive this requirement where I was unable to complete my course due to compelling personal reasons.

24. I confirm that for the full duration of my course I will not be in receipt of any allowance, bursary or award of similar description made by UK Research and Innovation and/or a Research Council.
25. I confirm that in connection with my course I have not been paid or had bestowed upon me:
 - (i) a healthcare bursary;
 - (ii) any allowance under the Nursing and Midwifery Student Allowances (Scotland) Regulations 2007; and/or
 - (iii) any allowance, bursary or award made under the KESS 2 Scheme.
26. I confirm that in connection with my course I have not been paid or had bestowed upon me any allowance, bursary, or award of similar description made under section 116(2)(a) of the Regulation and Inspection of Social Care (Wales) Act 2016 or under section 67(4)(a) of the Care Standards Act 2000, except where such funding is in respect of travel expenses. I understand that if I only receive travel expenses, I may apply for a loan.
27. Subject to paragraphs 23 - 26 above, I understand that SLC will take such action as is necessary to recover repayment of a loan where I am in receipt of alternative funding.

Customer Reference Number

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

Your signature (in ink)

<input style="width: 100%; height: 30px;" type="text"/>

Today's date

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Return your completed form to:

**Student Finance Wales
PO Box 211
Llandudno Junction
LL30 9FU**



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 terms and conditions?

No – you must sign the terms and conditions, 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 Wales

PO Box 211

Llandudno Junction

LL30 9FU

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

Remember to ask for proof of postage!