



Change of Circumstance form

IMPORTANT

If you applied to Student Finance England for funding, and your circumstances have since changed, please complete and return this form. We can then inform Student Finance of these changes. Failure to do so may jeopardise your funding.

Name

Date of Birth

Student ID

Student support number (SSN)

If you do not know your SSN, please contact Student Finance England on 0845 300 5090 to obtain this, before submitting this form.

Please complete the section below which relates to the change in your circumstances

Changed institution?

From

To **University of Hertfordshire**

Changed course?

From

To

Withdrawing from course?

Please ensure that you have spoken to your course administrator about withdrawing from your course

Date of withdrawal

Suspending your studies? (resting)

Please ensure that you have spoken to your course administrator about resting from your course

Date studies suspended:

Date of return (if known)

Resuming studies? (after having suspended studies)

Date studies resumed:

Change in fees/tuition fee loan amount?

Amount originally claimed:

New fee amount

Which year of study are you retaking?

Year 1 / Year 2 / Year 3 / Year 4 / other (please circle)

Please now return this form to:

Fees and Funding, Student Centre (Mercer Building), University of Hertfordshire, College Lane, Hatfield, Herts. AL10 9AB
Fax: 01707 286294 Email: funding@herts.ac.uk

PLEASE NOTE: In addition to this, you may need to log in to your Student Finance account to update your information.

Students can access this service via the appropriate Student Finance website:

Students from England: www.direct.gov.uk/studentfinance

Students from Wales: www.studentfinancewales.co.uk

Students from N Ireland: www.studentfinancenir.co.uk

Scottish students will continue with the existing process of notifying SAAS of any changes.

For Office use

Date Received

Received by