

Notification of Student's Change of Circumstances

The student's institution should complete the relevant sections of the form and send it to the student's LA/ELB as soon as the change of circumstances is known.

General information

Please complete the following information.

Student's LA/ELB Name:

HEI Reference Number:

Student's SSN or Customer Reference Number (only one required):

Student's Forename(s):

Student's Surname:

Student's Date of Birth (dd/mm/yyyy):

Sections to be completed

Type of change	Complete
Student who is withdrawing	Section 1
Student who is suspending	Sections 1, and 2
Student who is resuming a course they were originally attending	Section 3
Student who is repeating a period of study	Section 4
Student who is transferring to a new course or HEI	Section 5
Updated information regarding course, year or Tuition Fee amount.	Section 6

Please ensure that the declaration on page 6 is completed and signed before returning this form to the LA/ELB

Section 1 – Withdrawal and Suspension

Name of course:

Qualification (e.g. BA, BSc, HND etc.):

Date student left course (dd/mm/yyyy):

Date of last attendance (dd/mm/yyyy):

Tuition Fee charged to student

If the date of last attendance is different to the date of leaving the course, did the academic authority agree to the absence?

Yes

No

Reason for withdrawal or suspension (insert an 'X' in one box only).

A Academic

D Deceased

E Disciplinary

H Health

O Other

Further explanation if required:

Section 2 – Suspension

Original duration of course (e.g. 3 years):

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Current year of study (e.g. year 2):

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Agreed date of return, if known (dd/mm/yyyy):

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Reason for suspension:

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Section 3 – Resuming Study

Name of course to which student is returning:

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Qualification (e.g. BA, BSc, HND etc.):

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Year of course the student is entering (e.g. year 2):

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Date student is resuming study (dd/mm/yyyy):

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Course end date (mm/yyyy):

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If there is a placement in this year, give details.

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Give details of any conditions the student needs to fulfil before returning (e.g. examinations, medical certificate).

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Section 4 – Repeating Study

Name of course:

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Qualification (e.g. BA, BSc, HND etc.):

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Revised course end date (dd/mm/yyyy):

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Period of course to be repeated (e.g. second term):

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Dates of repeat study (dd/mm/yyyy) From:

/ /

To:

/ /

Give the main reasons the student is repeating part of their study.

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Pleas give any further information you feel may help the LA/ELB in reaching a decision on the student's entitlement to financial support.

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Section 5 – Transfer

Name of institution:

Full name of new course:

Qualification (e.g. BA, BSc, HND etc.):

UCAS course code:

First date of attendance on new course
(dd/mm/yyyy):

Expected date of completion of new
course (dd/mm/yyyy):

Tuition Fee for new course

Does the transfer on to this new course have your academic approval?

Yes

No

If so, date you gave approval (dd/mm/yyyy):

Which year of the course will the student enter?

Foundation

1st

2nd

3rd

4th

Other (insert year)

What type is the new course?

Full-time

Part-time

Other

Further explanation if required.

Section 6 – Updated Information

Complete this section to update any information regarding course name, year or Variable Tuition Fee amount.

Correct Tuition Fee amount for course:	£
Full name of correct course:	
Qualification (e.g. BA, BSc, HND etc.):	
UCAS course code:	

Correct course year.

Foundation 1st 2nd 3rd 4th Other (insert year)

Declaration

This must be completed before sending this form to the LA/ELB.

Action that student has taken (insert an 'X' in all relevant boxes).

Withdrawn <input type="checkbox"/>	Suspended <input type="checkbox"/>	Resume Study <input type="checkbox"/>
Repeat Study <input type="checkbox"/>	Transfer <input type="checkbox"/>	Updated Information <input type="checkbox"/>

Name:	
Position:	
Contact name (if different):	
Contact telephone number:	
Contact email:	
Signature:	
Date (dd/mm/yyyy):	/ /

HEI VALIDATING STAMP