

# Higher Education Short Course Loans

## Change of Circumstances Form

### About this form

Complete this form if you've already applied for Higher Education Short Courses Loans 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 pay the correct fees to your university or college.

### How to complete this form

The quickest and easiest way to complete this form is to download a copy to your device and upload it via your online account. Once you have completed the form, upload it by logging into your student finance account. If you are unable to upload your form, you can send it to us by post.

### Getting started

You should fully complete steps 1 and 2 below before telling us about your change(s).

#### Step 1 – Give us your details

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"/>
Full name	
Date of birth (DDMMYYYY)	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

#### Step 2 – Tell us what's changing

Please tick the box(es) to let us know what change(s) you're making and then complete the relevant sections.

What's changing?	Complete section(s):
my name/title	<b>1</b> and sign and date the declaration
my contact details	<b>2</b> and sign and date the declaration
university or college and course details	<b>3, 4</b> (if applicable) and sign and date the declaration
the amount of loan I need to help pay my university or college	<b>4</b> and sign and date the declaration
I want to cancel my application	<b>5</b> and sign and date the declaration
I have a change of circumstance that's not detailed on this form	Additional notes page at the back of this form and sign and date the declaration



## Section 1 your name/title

Only complete this section if you're changing your name and/or title.

### 1.1 Personal details

You must provide documentary evidence to support your change of name/title. For example, marriage certificate, deed poll, etc

Title

Mr Mrs Miss Ms Mx

Forename(s)

Surname or family name

## Section 2 your contact details

Only complete this section if you're changing any of your contact details.

### 2.1 Your new contact details

Contact address

Postcode

Date you moved to this address (DDMMYYYY)

<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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Home phone number

Mobile phone number

Email address

## Section 3 university or college and course details

Complete this section if you are changing your course if:

- your university or college has confirmed that your course is eligible for a Higher Education Short Course Loan;
- you have your HE Short Course Offer Letter from your university or college.

You should ensure each answer in this section is completed, and provide course information exactly as it appears on your Offer letter.

### 3.1 Have you started your original course at your university or college?

'Started' means you've been attending the course for two or more weeks.

You are liable to pay your university or college the full fee charged, after attending the course 2 weeks from the first day of your course.

### 3.2 Have you applied for more than one Higher Education short course loan?

**No** - go to **3.2**

**Yes** - complete a new Higher Education Short Courses Loans application form if you want to apply for a loan for your new course at your new university or college. You can download the application form a [www.gov.uk/slc/short-course-loans](http://www.gov.uk/slc/short-course-loans)

**No** - go to **3.3**

**Yes** - provide the details of the course you want to change.

University or college name

University or college address

Postcode

Country

Name of campus/location

Course name

Course code

<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"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Go to **3.3**

## Section 3 university or college and course details – continued

### 3.3 New course details

You'll find these details on your HE short course offer letter.

University or college name

University or college address

Postcode

Country

Name of campus/location

Course name

Course code

<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"/>	<input type="text"/>	<input type="text"/>
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Course Fee amount

£

Course duration number of weeks

Start date of course (DDMMYYYY)

<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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End date of course (DDMMYYYY)

<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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Qualification level

4    5    6

Study type

on campus

online only

campus and online

Credits

30 credits

40 credits

## Section 4 your loan request

Only complete this section if want to change the amount of HE Short Course loan you want to pay your university or college tuition fees.

You can't reduce your loan to less than what has already been paid to your university or college.

### 4.1 Have you applied for more than one Higher Education short course loan?

**No** - go to **4.2**

**Yes** - provide the details of the course you want to change the loan amount for.

University or college name

University or college address

Postcode

Country

Name of campus/location

Course name

Course code

<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"/>	<input type="text"/>	<input type="text"/>
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Go to **4.2**

## Section 4 your loan request

### 4.2 New amount of loan you require

The maximum loan amount you can borrow is:

- up to £3,080 if you are studying 40 credits; or
- up to £2,310 if you are studying 30 credits.

You cannot request a loan amount higher than your university or college is charging for your course.

Student Finance will only pay your fees, if you are in attendance for 2 weeks after your course start date.

£

## Section 5 cancel my application

Only complete this section if you've been attending your course less than 2 weeks and wish to cancel your application. Make sure you also tell your university or college about this change.

### 5.1 Have you applied for more than one Higher Education short course loan?

**No** - go to 5.2

**Yes** - provide the details of the course you wish to cancel.

University or college name

University or college address

Postcode

Country

Name of campus/location

Course name

Course code

<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"/>	<input type="text"/>	<input type="text"/>
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Go to 5.2

### 5.2 Have you started your course?

'Started' means you've been attending the course for two or more weeks.

You are liable to pay your university or college the full fee charged, after attending the course 2 weeks from the first day of your course.

**No** - sign and date the terms and conditions and we'll cancel your application.

**Yes** - has a payment been made to your university or college?

**No** - sign and date the terms and conditions and we'll cancel your application.

**Yes** - we will not be able to cancel your application, you should contact your university or college to discuss this.

# 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 2023/24.

I understand that I must read the specific terms about the student finance products available because they will affect me if I apply for them at any time in this academic year.

**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.gov.uk/studentfinance](http://www.gov.uk/studentfinance)
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 Secretary of State for Education (the “Lender”) which includes any persons acting on his/her 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 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.sfengland.slc.co.uk/privacy-notice](http://www.sfengland.slc.co.uk/privacy-notice) which may be updated from time to time.

## Uploading the form from your device sign here



All you need to do is type your Customer Reference Number, full name and today's date in the boxes provided. Upload instructions are on page 10.

Customer Reference Number

Your full name (in **BLOCK CAPITALS**)

Today's date (DDMMYYYY)

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## Printing off and posting this form sign here



All you need to do is enter your Customer Reference Number, full name, today's date and provide your signature **in ink**, in the boxes provided. The address to return your form is on page 10.

Customer Reference Number

Your full name (in **BLOCK CAPITALS**)

Your signature (in ink)

Today's date (DDMMYYYY)

X

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## Uploading the Form

- 1 – Save this form to your device (do not print the form and scan it)
- 2 – Go to your online account **[www.gov.uk/student-finance-register-login](http://www.gov.uk/student-finance-register-login)**
- 3 – Go to the Higher Education Short Course section of your online account
- 4 – Click on the evidence upload tool and select your saved file(s) and upload

## Sending form by post

### Return your form

Send us your completed form as soon as possible to make sure your funding is in place for the start of your course.

Send it to:

**HE Short Courses**  
**PO Box 5610**  
**Glasgow**  
**G52 9DH**

## additional notes

If you're providing extra information, clearly mark what section and question the information is about.