

To: Student Finance Office
 Working Family and Student Financial Assistance Agency
 11/F, Cheung Sha Wan Government Offices,
 303 Cheung Sha Wan Road, Kowloon.
 Payment Unit(ENLS)

(Fax: 2802 9153)

2020/21 Extended Non-means-tested Loan Scheme (ENLS)
Application for Change of Loan Particulars/ Cancellation of ENLS Loan

(All items in this application form are mandatory except those specified otherwise. If you fail to provide the required information without reasons, your application will not be processed.)

Application No.:		HKID No.:	
Name:	(English)	(Chinese)	
Name of Institution:		Name of Programme :	

I would like to apply for the following: (please ✓ as appropriate)

- (A) **change of** the loan amount / loan drawdown date; or
 (B) **cancellation** of ENLS loan.

This form is only for change of loan particulars of ENLS loan, which has not yet been disbursed. Please return the duly completed form to the Office at least **8** working days before the loan drawdown date. For details, please refer to Application Guidance Notes ENLS 140(2020) para.10.13 & 13.1.

(Part A) *FCY= Foreign Currency(if applicable) (Please specify the currency code e.g. AUD, GBP, USD)

Installment	Original Approved		Request to Change		(Note)
	Loan Amount	Loan Drawdown Date	Loan Amount	Loan Drawdown Date ^(Note)	
1st	HK\$ *FCY	DD / MM / YYYY	HK\$ *FCY	DD / MM / YYYY	Drawdown date(s) is not applicable on Saturdays, Sundays or public holidays. The Office Opening Hours are: Mondays – Fridays 8:45am - 1:00pm; 2:00pm - 5:45pm. Closed on Saturdays, Sundays and public holidays.
2nd	HK\$ *FCY	DD / MM / YYYY	HK\$ *FCY	DD / MM / YYYY	
3rd	HK\$ *FCY	DD / MM / YYYY	HK\$ *FCY	DD / MM / YYYY	
4th	HK\$ *FCY	DD / MM / YYYY	HK\$ *FCY	DD / MM / YYYY	
5th	HK\$ *FCY	DD / MM / YYYY	HK\$ *FCY	DD / MM / YYYY	
6th	HK\$ *FCY	DD / MM / YYYY	HK\$ *FCY	DD / MM / YYYY	

Reason(s): Change of tuition fee amount / payment date Change of subjects taken under the same course/programme Others _____

I or my authorised person will come to the Office and collect the cheque on the amended date as stated above.

(Part B) *FCY= Foreign Currency(if applicable) (Please specify the currency code e.g. AUD, GBP, USD)

Cancellation of ENLS Loan

I do hereby decide to: (please ✓ as appropriate)

cancel the installment(s) no. _____ in total amount of HK\$ _____ &/or *FCY _____ ; or
 cancel the **whole** ENLS loan in total amount of HK\$ _____ &/or *FCY _____ .

Reason(s) : Withdraw Study Defer Study until ___DD___MM___YYYY No Financial Need Others _____

I clearly understand that my request for cancellation of ENLS loan, once submitted, is irrevocable and the administrative fee previously paid for the ENLS application will not be refunded. If I want to apply for ENLS loan again in the same academic year, I must submit a fresh application and pay the administrative fee under the ENLS again.

Applicant's signature : _____
 Contact phone number: _____
 Date : _____

For office use only
We acknowledge receipt of your written request.
Department's chop :
Date :