

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

Fax No. : 2802-9153  
Email Address : wg\_sfo@wfsfaa.gov.hk  
Enquiry Hotline : 2150-6220

**Extended Non-means-tested Loan Scheme (ENLS)**  
**Change of Particulars / Cancellation of Approved Loan(s)**

Please fill in the followings and put a (✓) in the appropriate box.

Approval No.:		HKID No.:	
Name:	(English)	(Chinese)	
<input type="checkbox"/> ( Part A ) Change the loan amount / loan drawdown date(s); or <input type="checkbox"/> ( Part B ) Cancel loan(s).			

**( Part A ) Change the loan amount / loan drawdown date(s)**

Loan Instalment No.	Original		New	
	Amount	Drawdown Date (DD / MM / YYYY )	Amount <sup>1</sup>	Drawdown Date <sup>2</sup> (DD / MM / YYYY)
1 <sup>st</sup>	HK\$ FCY*		HK\$ FCY*	
2 <sup>nd</sup>	HK\$ FCY*		HK\$ FCY*	
3 <sup>rd</sup>	HK\$ FCY*		HK\$ FCY*	
4 <sup>th</sup>	HK\$ FCY*		HK\$ FCY*	
5 <sup>th</sup>	HK\$ FCY*		HK\$ FCY*	
6 <sup>th</sup>	HK\$ FCY*		HK\$ FCY*	
Reason(s): <input type="checkbox"/> Change of particulars of the tuition fees <input type="checkbox"/> Change of subject(s) under the same course/programme <input type="checkbox"/> Others _____				

**( Part B ) Cancel loan(s)<sup>3</sup>**

<input type="checkbox"/> Cancel the instalment no(s). ____ / ____ / ____ in the total amount of HK\$_____ &/or FCY*_____; or	
<input type="checkbox"/> Cancel the whole ENLS loan in the total amount of HK\$_____ &/or FCY*_____.	
Reason(s): <input type="checkbox"/> Withdraw Study <input type="checkbox"/> Defer Study until _____(DD / MM / YYYY) <input type="checkbox"/> No Financial Need	
<input type="checkbox"/> Others _____	

\*Please specify the currency code AUD / GBP / USD for cheque(s) in foreign currency.

**Notes to Applicants**

- With regards to changing the loan amount, applicants can only deduct the amount of individual loan instalment(s).
- Applicants should return the duly completed form to this Office at least 8 working days before the original/new loan drawdown date(s) (whichever is earlier). New drawdown date(s) exclude(s) Saturdays, Sundays or public holidays.
- Cancellation of loan, once submitted, is irrevocable. The administrative fee paid for the application will not be refunded. To apply for the same loan again in the same academic year, applicants must resubmit a fresh application and pay again the administrative fee.
- This office will notify applicants of the successful change of loan particulars or cancellation of loan(s) by mail.

Applicant's Signature : \_\_\_\_\_

Contact Phone Number : \_\_\_\_\_

Date : \_\_\_\_\_