



**Tertiary Student Finance Scheme - Publicly-funded Programmes (TSFS) /
Non-means-tested Loan Scheme for Full-time Tertiary Students (NLSFT)**

Notification of Change of Study Status

(Only applicable to student loan borrower whose loan(s) has been paid)

** Please delete as appropriate* *Please put a "✓" in the appropriate box(es)*

Part A Personal Particulars

Name in Chinese: _____ Name in English: _____
Contact Telephone Number: _____ HKID Card No.: _____ ()

Part B Correspondence Address (If updated) *(Please provide documentary evidence as specified in Notes)*

Flat: _____ Floor: _____ Block: _____
Name of Building: _____ Estate / Village: _____
No. & Name of Street / Lot No.: _____
District: _____ Area: Hong Kong / Kowloon / New Territories

Part C Course / Programme Information for the Loan(s) Paid

Institution Name: _____
Course / Programme Name : _____

Part D Latest Study Status *(Please select one of the following options.)*

I am still studying the above course / programme in full-time with expected graduation date in _____
_____ .
(MM/YYYY)

I have **completed / withdrawn from** * the above course / programme in _____ .
(MM/YYYY)

I continue to study full-time upon **completion of / withdrawal from** * the above course / programme in _____
_____ with details of the new full-time course / programme appended below:-
(MM/YYYY)

Institution Name: _____

Institution Course / Programme Name#: _____

Institution Course / Programme Code#: _____

This course **is / is not** * my first full-time undergraduate programme. *(Not applicable if this course is a non-undergraduate programme)*

SFO Course / Programme Name#: _____

SFO Course Code#: _____ Expected Graduation Date: _____

(MM/YYYY)

#Please refer to SFO course coding sheet available at our website

(<http://www.wfsfaa.gov.hk/sfo/en/postsecondary/tsfs/general/coding.htm> or

<http://www.wfsfaa.gov.hk/sfo/en/postsecondary/fasp/general/coding.htm>).

Others: _____

Part E Supporting Documents (*Only applicable to student loan borrowers who are still studying full-time*)

The following supporting documents are submitted with this notification to prove my current study status:

(Please note that the supporting documents **MUST** contain the following information:

1. your full name in English / Chinese;
2. the name of institution and the course / programme that you are currently studying; and
3. the expected graduation date of the course / programme.)

- Certification letter issued by the institution; or
- Copy of a valid Student ID Card; or
- Copy of the most recent tuition fee receipt.

Part F Notes

1. All items in this form are mandatory except those specified otherwise.
2. Student Finance Office (“SFO”) may approach you for further information, if necessary.
3. If there is a change in correspondence address, you are required to provide a copy of the documentary evidence showing your address in the past 3 months. Documentary evidence of address should be letters issued by government bureaux / departments, public organisations / utilities or commercial organisations. If necessary, you may be required to produce the documentary evidence in originals.
4. If you fail to provide complete information or supporting documents, this notification will not be processed.
5. In accordance with the provisions of the Personal Data (Privacy) Ordinance, you have the right to access and / or correct the personal data provided in this form. Request for access or correction should be made in writing to Assistant Controller (Administration) of the SFO at 12/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon.

Signature of Applicant : _____

Date : _____