



**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I have **completed / withdrawn from** \* the above course / programme in \_\_\_\_\_  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. Student Finance Office (“SFO”) may approach you for further information, if necessary.
2. 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.

Signature of Applicant : \_\_\_\_\_

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

**Personal Information Collection Statement**

- (1) The SFO will use the personal information collected in this form and all supporting document(s) for processing the change of study status application, including verification of your personal information with the information contained in other database for the purpose of ascertaining your study status.
- (2) The provision of your personal data is voluntary. However, the SFO may not be able to process an application if the personal information provided is incomplete.
- (3) The personal information provided by you may be disclosed to the relevant person(s) or organisation(s) by the SFO for the purpose(s) stated in (1) above, including those parties authorised to receive the personal information for the purposes of law enforcement or legal proceedings.
- (4) You have the right to request access to or correction of the personal data provided in this form and the supporting document(s). Such requests should be made in the Data Access Request Form (OPS003) issued by the Privacy Commissioner at <https://www.wfsfaa.gov.hk/sfo/pdf/common/access/OPS003E.pdf>. Completed form should be sent to the Access to Information Officer of the Working Family and Student Financial Assistance Agency at General Administration Section, 19/F, 181 Hoi Bun Road, Kwun Tong, Kowloon, or by mail to [aio@wfsfaa.gov.hk](mailto:aio@wfsfaa.gov.hk).