



Extended Non-means-tested Loan Scheme (ENLS)

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 Loan Information

Loan Reference No. (If any): _____

Part E Current Study Status *(Please select one of the following options.)*

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

(Please note that the Student Finance Office (“SFO”) will still arrange commencement of repayment of the ENLS loan and interest accrued thereon under the following circumstances (whichever is earliest) before you complete the above course / programme:-

1. upon achievement of the requisite number of credits / modules for your programme of study; or
2. upon achievement of the required credits for completion of the courses offered by the Hong Kong Metropolitan University; or
3. lapse of 6 years from the first disbursement of the loan.)

☐ I have **completed / withdrawn from** * the above course / programme in _____ .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

☐ Others: _____

Part F	Supporting Documents <i>(Only applicable to student loan borrowers who are still studying)</i>
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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 date of graduation or completion 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 G	Notes
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1. 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.