

Notification of Student's Change of Circumstances Form

Notes of Guidance for College Administrators

General Notes

The Notification of Student's Change of Circumstances form is the only method of notification for programme of study amendments to undergraduate or PGCE student records. This form is based on the DFES Notification of Student's Change of Circumstances form and has been modified to suit the University's specific requirements. Please complete the form and return either an electronic version by email to aro@admin.ox.ac.uk or a hard copy to the Academic Records Office, Examination Schools.

An electronic version is preferable.

The Academic Records Office (ARO) has been responsible for notifying Local Authorities of any changes to the programme of study details or status of students who have a loan or maintenance grant from the Student Loans Company (SLC) since September 2006. To make this process as efficient as possible there is one form for all undergraduate and PGCE student amendments, divided into eight sections. A guide to each section is included in these notes.

The Notification of Student's Change of Circumstances form has been specifically modified for 2011/12 and will be updated each academic year. **This is the only version of the form that will be accepted from 1 September 2011.** On page one of the form, there is a key indicating which sections of the form must be completed for each type of amendment. Please only complete the relevant sections (if you are returning a hard copy you only need to print the relevant pages) – Pages one (Student Details) and four (Declaration) must be completed and returned in all cases.

Please complete this form for programme of study amendments for ALL undergraduate and PGCE students. We will then forward an amended form to the student's Local Authority as appropriate. Please note that students need to inform their Local Authority of any changes to personal details, e.g. name, home address.

This form is not required to amend student personal details. Students can now update the majority of these details online using Student Self Service. For more information about this please contact the Student Information: student.information@admin.ox.ac.uk

Please note that students cannot update their official name, date of birth or gender. See the Academic Data Management (ADM) website for further information on how to change these details: <http://www.admin.ox.ac.uk/sr/maintenanc.shtml>

A list of all OSS course codes is also available on ADM website and may be useful when completing this form. Please note that this is a long list and the electronic version has a search facility that may be easier to navigate than a hard copy. You can also use the Basic/Core Programme of Study Data View to locate course codes.

Guide to Student Changes

1. Updated Information

Where **information about a student appears to be incorrect in OSS and needs to be updated**, the college must complete the relevant sections of the Notification of Student's Change of Circumstances form.

This section should only be used to report a mistake about a student's programme of study.

*e.g. Incorrect year of study. This **does not** replace the Transfer section. If a student is listed on OSS as being on a course they have never received tuition for the Updated Information section should be used. If the student is changing courses after receiving tuition the Transfer section should be used.*

2. Withdrawal

Where a **student withdraws from study**, the college must complete the relevant sections of the Notification of Student's Change of Circumstances form. If the student is entered for examinations and they are also to be withdrawn from these, please complete Section 7.

Date student left course: ARO will use this as the withdrawal date on OSS.

Tuition fee charged to student: This is a requirement of the SLC. The Fees team will enter this information if it is appropriate.

3. Suspension

Where a **student suspends their studies**, the college must complete the relevant sections of the Notification of Student's Change of Circumstances form. If the student is entered for examinations and they are also to be withdrawn from these, please complete Section 7.

If a student is returning from suspension it will be assumed that the student is liable for tuition fees upon their return. If the student is returning only to take an examination and will not receive any tuition or supervision, please indicate in Section 3.

4. Resuming

Where a **student resumes study following a suspension**, the college must complete the relevant sections of the Notification of Student's Change of Circumstances form. ARO and the SLC require confirmation of resumption of study **when the student returns not when they suspend**.

Date student is resuming study: We will use this date as the commencement date on OSS and charge fees based on this information.

5. Repeating

Where a **student repeats a period of study**, the college must complete the relevant sections of the Notification of Student's Change of Circumstances form with as much information as possible.

6. Transfer

Where a **student transfers to a different course**, the college must complete the relevant sections of the Notification of Student's Change of Circumstances form.

Where the transfer is from one High Education Institution (HEI) to another, **only the importing HEI** must complete the relevant sections of the form.

In the case of a student leaving to attend another institution, the college should fill in section 2 – Withdrawal, explaining that the student has transferred to another institution.

First date of attendance on new course: We will use this date as the transfer date on OSS and make fee adjustments based on this information.

7. Examination Withdrawal

This section is only to be used to withdraw a student from a whole University Examination.

If a student withdraws from some of their assessments, e.g. optional thesis, supplementary subject etc. the ARO should be informed separately via email.

8. Declaration

The ARO would prefer the form submitted electronically via email. But it **must** come to **aro@admin.ox.ac.uk** from the appropriate college contact email address.

If this form is being emailed, please leave the signature/stamp fields blank unless an electronic version is available.

Composition Fee adjustment required: The Fees team will remit fees for any term a student is not in attendance. The census dates by which a student must be withdrawn or suspended are 1 November (MT), 1 February (HT), 1 May (TT).