



# Students' Loan Bureau

## Cancellation /Change of Status /Tuition Adjustment Form

The Borrower must complete section A only.

### Section A

Name \_\_\_\_\_

TRN \_\_\_\_\_

Tertiary Institution: \_\_\_\_\_

School ID # \_\_\_\_\_

Contact # \_\_\_\_\_

The request is in relation to the academic year \_\_\_\_\_

### **Please place a tick and complete where applicable:**

- a) Loan Cancellation:
- b) Reduce tuition fees:  from \$ \_\_\_\_\_ to \$ \_\_\_\_\_
- c) Block disbursement:  Semester 1  Semester 2
- d) Change of Institution:  from \_\_\_\_\_ to \_\_\_\_\_
- e) Change enrolment status:  from \_\_\_\_\_ to \_\_\_\_\_ (part-time/full-time)
- f) Change programme:   
from: \_\_\_\_\_ to \_\_\_\_\_

Please indicate reason(s) below if you ticked item a) b) or c) above:

Scholarship  Payment out of pocket  Deferment of studies  Other

If you ticked 'other' please specify \_\_\_\_\_

**Note: If you ticked item d) e) or f), kindly attached a copy of your status letter or acceptance letter.**

\_\_\_\_\_  
Borrower's signature

\_\_\_\_\_  
Date

**Section B is to be signed and stamped by authorized personnel from the Finance Department of the borrower's institution.**

### Section B

The institution is aware of the request being made by the student as indicated above and has made the relevant adjustments to the student's account.

\_\_\_\_\_  
Signature (authorized personnel)

\_\_\_\_\_  
Institution's stamp / Seal