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## Changes

### Loan repayment

#### This form

You can notify us of any changes that affect your ability to repay your student loan and lifelong learning credit using Mijn DUO. If you are unable to access Mijn DUO, you can use this form. Regardless of your situation, you are required to answer question 1 and question 10. Other than that, you only have to fill in the questions about the change you wish to make. This form does not allow you to change the details of an authorized person. To do so, use the Change Authorized Person form. To change your bank account number or payment method, please use the form *Automatisch aflossen schuld bij DUO*.

#### Send

Dienst Uitvoering Onderwijs  
P.O. Box 50101  
9702 GA Groningen

#### More information

[duo.nl](https://duo.nl)

1

#### Your details

1.1 Citizen Service Number (BSN)

1.2 Surname (birth name)

First name (in full) and other initials

1.3 Date of birth

1.4 P.O. box or street and house number

Postcode and town/city

Country

1.5 Name of authorized person  
(if the authorized person is  
completing this form)

2

#### Change of address

See explanatory notes

2.1 Are you moving home in the Netherlands?

☐ Yes > Make sure that you are registered at the correct address in the municipality where you live or will soon be living. The municipality will automatically forward your new address details to DUO.

☐ No > Answer question 2.2 and 2.3 if you are moving home in or to another country or have already done so.

2.2 Street and house number

Postcode and town/city

Country

2.3 Start date for new address

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- 2.4 Would you like to receive your correspondence at another address?

☐ No

☐ Yes > Register a postal address in Mijn DUO. If you are unable to use Mijn DUO, please fill in your postal address here.

P.O. Box or street

House number

Postcode

Town/city

- 2.5 Start date for new postal address

Day Month Year

### 3

## Changing telephone or email

See explanatory notes

- 3.1 Telephone

- 3.2 Email

- 3.3 How would you like to receive your messages?

☐ I would like to receive my messages digitally in Mijn DUO

☐ I would like to receive my messages on paper

- 3.4 Would you like to receive a notification email about topics that are important to you?

☐ Yes

☐ No

### 4

## Annual payment

See explanatory notes

- 4.1 Only if you live outside of the Netherlands: would you like to pay annually in response to a payment request?

☐ Yes

☐ No

### 5

## Temporary repayment stop

See explanatory notes

- 5.1 For what period do you want to stop repayments? This cannot be a period in the past.

Month Year Month Year

Month Year

- 5.2 If you have already arranged a payment-free period and want to end this arrangement prematurely, from which month do you want to resume payments?

### 6

## Suspending repayments due to studies

See explanatory notes

- 6.1 Name of educational institution

Address of head office  
P.O. box or street and house number

Postcode and town/city

Country

- 6.2 What is the start date of your registration?

Day Month Year

- 6.3 From which date do you want to stop repayments?

Day Month Year

> This date must not be before the registration date

- 6.4 On which date does your registration end?

Day Month Year

# Changes

## Loan repayment

Dienst Uitvoering Onderwijs

Ministerie van Onderwijs, Cultuur en Wetenschap

6.5 What type of programme are you taking?	<input type="checkbox"/> Secondary education > Answer question 6.6 <hr/> <input type="checkbox"/> Secondary education abroad > You are not entitled to stop repayments due to your studies <hr/> <input type="checkbox"/> Secondary vocational education (MBO) in the Netherlands > Answer questions 6.7 and 6.8 <hr/> <input type="checkbox"/> Secondary vocational education (MBO) abroad > Answer questions 7.1 to 7.6 <hr/> <input type="checkbox"/> Higher education in the Netherlands > Answer questions 6.9 to 6.13 <hr/> <input type="checkbox"/> Higher education abroad > Answer questions 7.7 to 7.13 <hr/>
6.6 Secondary education: how are you registered?	<input type="checkbox"/> Part-time study programme in the secondary education > You are not entitled to stop repayments due to your studies <hr/> <input type="checkbox"/> Full time study programme in the secondary education, namely: <div style="margin-left: 20px;"> <input type="checkbox"/> Vmbo  <hr/> <input type="checkbox"/> Havo  <hr/> <input type="checkbox"/> Vwo  <hr/> <input type="checkbox"/> Mavo  <hr/> <input type="checkbox"/> Iwoo  <hr/> <input type="checkbox"/> Praktijkonderwijs  <hr/> <input type="checkbox"/> Vso  <hr/> <input type="checkbox"/> Vavo  <hr/> </div>
6.7 Secondary vocational education (MBO): how are you registered?	<input type="checkbox"/> At a school-based track (BOL) for the following programme: <div style="margin-left: 20px;"> <input type="checkbox"/> Entreeopleiding (niveau 1)  <hr/> <input type="checkbox"/> Basisberoepsopleiding (niveau 2)  <hr/> <input type="checkbox"/> Vakopleiding (niveau 3)  <hr/> <input type="checkbox"/> Middenkaderopleiding (niveau 4)  <hr/> <input type="checkbox"/> Specialistenopleiding (niveau 4)  <hr/> </div> <input type="checkbox"/> At a Vocational supervision learning programme (BBL) > You are not entitled to stop repayments due to your studies <hr/> <input type="checkbox"/> At a part-time study programme > You are not entitled to stop repayments due to your studies <hr/> <input type="checkbox"/> As an exam-only student > You are not entitled to stop repayments due to your studies <hr/>
6.8 Secondary vocational education (MBO): what is the name of the programme?	<div style="border-bottom: 1px solid black; height: 1.2em; width: 100%;"></div>
6.9 Higher education: how are you registered?	<input type="checkbox"/> Part-time > Go to question 6.10 <hr/> <input type="checkbox"/> Full-time > Go to question 6.11 <hr/> <input type="checkbox"/> Work-study > Go to question 6.11 <hr/> <input type="checkbox"/> External student > You are not entitled to stop repayments due to your studies <hr/>
6.10 Are you receiving a lifelong learning credit for your part-time education?	<input type="checkbox"/> Yes > Go to question 6.11 <hr/> <input type="checkbox"/> No > You are not entitled to stop repayments due to your studies <hr/>
6.11 Higher education: what is the level of your study programme?	<input type="checkbox"/> Higher professional education <hr/> <input type="checkbox"/> University education <hr/>

6.12 Higher education: what type of programme are you taking?

☐ Associate Degree

☐ Bachelor's

☐ Master's

☐ Graduate master's

☐ Unified pre-university education

6.13 Higher education: what is the name of the study programme?

## 7

## Study programme abroad

7.1 Secondary vocational education (MBO): in which country is the head office of your programme located?

7.2 Secondary vocational education (MBO): what is the name of the institution?

7.3 Secondary vocational education (MBO): in which town/city are you taking this programme?

7.4 Secondary vocational education (MBO): which programme are you taking?

7.5 Secondary vocational education (MBO): are you taking the programme on a full-time or part-time basis?

☐ Full-time > Please enclose proof of registration. See explanatory notes.

☐ Part-time > You are not entitled to stop repayments due to your studies

7.6 Secondary vocational education (MBO): what is the duration of the programme?

☐ Less than one year > You are not entitled to stop repayments due to your studies

☐ One year or more

7.7 Higher education: in which country is the main body of your higher professional education (HBO) or university programme based?

7.8 Higher education: what is the name of the faculty/school?

7.9 Higher education: what programme are you taking?

7.10 Higher education: are you taking the programme on a full-time or part-time basis?

☐ Full-time > Please enclose proof of registration. See explanatory notes.

☐ Part-time > You are not entitled to stop repayments due to your studies

7.11 Higher education: what is the level of your study programme?

☐ Higher professional education

☐ University education

7.12 Higher education: what type of programme are you taking?

☐ Associate Degree

☐ Bachelor's

☐ Master's

☐ Graduate master's

☐ Unified pre-university education

7.13 Higher education: what is the name of the degree or qualification you are studying for?

# Changes

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Dienst Uitvoering Onderwijs

Ministerie van Onderwijs, Cultuur en Wetenschap

## 8

### Partner

8.1 What is the nature of the change?

☐ I have a partner from Day Month Year > Go to question 8.2

☐ I no longer have a partner from Day Month Year > Go to question 9

8.2 Did you get married or enter into a civil partnership?

☐ Yes > Go to question 8.5

☐ No

8.3 Are you living with someone older than 18 on the same address?

☐ Yes

☐ No > You can skip the rest of question 8

8.4 Is the person who lives at the same address as you your partner? Check [duo.nl/partners](https://duo.nl/partners) to learn when a person is regarded as your partner by DUO.

☐ Yes

☐ No > You can skip the rest of question 8

8.5 Details of partner:  
Citizen Service Number (BSN)

Surname (birth name)

First name & other initials

First name Other initials

Date of birth

Day Month Year

8.6 Are you repaying your student loan in compliance with the repayment regulations SF15-old?

☐ Yes > Go to question 8.7

☐ No > Duo will request details of your partner's income from the Belastingdienst

8.7 Are you repaying your student loan according to your ability to pay?

☐ Yes > Fill in the Declaration of income to request reduction in monthly payment form. The details you provide on this form will include your partner's details, including details of their income.

☐ No > Go to question 8.8

8.8 Do you want to repay your student loan according to your ability to pay?

☐ Yes > Fill in the Request reduction in monthly student loan repayment form. The details you provide on this form will include your partner's details, including details of their income.

☐ No

## 9

### Higher monthly payment

9.1 Would you like to increase your monthly debit payment?

☐ Yes, I want to have a higher monthly amount collected every month, namely €

☐ No, I do not want/no longer want to pay a higher monthly amount > From the month after this form has been processed, you will pay the monthly amount calculated by DUO

## 10 Signature

10.1 I declare that I have completed this form truthfully and in full

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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Telephone\*

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email\*

<input type="text"/>
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Signature

<input type="text"/>
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### DUO and your data

Your data will be recorded in DUO's systems. DUO will handle and protect your personal data with the utmost care and in accordance with the relevant legal obligations and the requirements set out in relevant privacy legislation. If you would like more information about how DUO handles your personal data, please visit [duo.nl](https://duo.nl). DUO will of course verify your data with other agencies to ensure that you receive what you are entitled to. DUO informs the Public Prosecutor whenever abuse is uncovered.

\* It can sometimes be useful to contact you by telephone or by email about your application or change. If you are happy for DUO to contact you in this way, please provide your telephone number and email address.



## Explanatory notes

### Changes to loan repayment

**More information**  
[duo.nl](https://duo.nl)

#### General

##### Mijn DUO

On Mijn DUO you can notify DUO of changes quickly and easily. You can log in to Mijn DUO in two ways: using your DigiD with verification code by text or using the DigiD app. With the DigiD app, you log in with a QR code and a PIN code of your choice. That PIN is always the same, so you will no longer receive text messages. This can also be useful if you are abroad. Install the DigiD app before leaving for a foreign country.

##### Authorizing a third party

Do you want to authorize someone to take care of your arrangements in Mijn DUO? You can do this easily at DigiD Authorization. Would you like to authorize your representative at DUO to request information about you or submit changes using a form? If so, then you should also submit the Authorization form. DUO does not have access to an authorization that has been arranged via DigiD Authorization. The form can be found on our site.

Are you currently receiving your correspondence digitally and would you like us to send these emails to an authorized person? Log in to Mijn DUO and change the email address under *Mijn details*.

Please note, however, that the liability for repaying your student loan remains with you.

##### Reducing your monthly payment

Would you like to apply for a reduction in your monthly payment? In that case do not fill in this form, but the Request reduction in monthly student loan repayment form.

##### Note on 2 Change of address

If you are going abroad for more than eight months, you are required to have your name removed from the municipal register. The municipality will not forward your new foreign address details to DUO. For this reason, you must always inform DUO personally if you move abroad or change address while living abroad. You can also do this easily and quickly on Mijn DUO.

Would you like to receive your correspondence at another address? If so, please provide a postal address, e.g. the address of an authorized representative. You can also do this easily and quickly on Mijn DUO.

##### Note on 3 Changing telephone or email

We will save your (new) email address and phone number in our system. If you enter an email address at question 3.2, you can also choose to receive your mail digitally at 3.3. You will then receive an email as soon as there is a message for you in Mijn DUO.

If you choose notification email at 3.4, we will send you emails about topics that are important for you.

##### Note on 4 Annual payment

Do you live outside the Netherlands and do you have a bank account held in a country within the SEPA zone? Then you can also set up a direct debit for your monthly payment. SEPA covers the whole of the EU plus the following countries: Andorra, Iceland, Norway, Switzerland, Liechtenstein, Monaco, San Marino, United Kingdom, Vatican City State, Mayotte, Saint-Pierre-et Miquelon, Guernsey, Jersey and Isle of Man. To set up a direct debit please use the form *Automatisch schuld aflossen bij DUO*.

If you have an account in a country outside the SEPA zone, then you can choose to pay annually. In that case, we will send you a payment request for your annual installment in October.

##### Note on 5.1 and 5.2 Temporary repayment stop

You can request one or more periods during which you stop your repayments temporarily. You do not have to give a reason for such a request. The interest on your debt will continue to accrue and the maximum repayment period of 15 years will be extended by the number of payment-free months you use.

You may apply for a total of five payment-free years. You can divide those five years into several periods. A payment-free period can last a minimum of one month and a maximum of five years.

It is not possible to apply for a payment free period for a lifelong learning credit. If you have to repay a student loan as well as a lifelong learning credit, you can only apply for a payment free period for your student loan. Then you only repay the lifelong learning credit during this period.

You should request a payment-free period before the first of the month. You are free to bring forward the end date of a payment-free period once it has been agreed.

If your income is such that you do not have to make repayments, then you do not have to apply for a payment-free period. You can use the Calculate monthly amount calculator to determine whether you should apply for a reduction in your monthly payment or apply for a payment-free period.

## Note on 6 and 7 Suspending repayments due to studies

If you decide to take another study programme, the repayment schedule for your loan can be interrupted or postponed. If you receive a student grant for your studies, your repayments will be stopped automatically. You will be notified of this after you have applied for a student grant. Answer question 6 or 7 to apply for an interruption or postponement if you are studying without receiving a student grant. The following conditions apply:

- you are taking a programme that entitles you to a student grant or student allowance or you have a lifelong learning credit
- you are not registered as an external student
- your degree period has not yet expired.

Are you enrolled in a study programme in another country? In that case, you will have to tell us when your programme begins and provide us with the relevant details. Please enclose proof of registration.

If you have yet to receive proof of enrolment, DUO will ask you to provide it at a later date.

When you stop studying, the interruption or postponement of the repayment period will stop.

## Note on 8 Partner

Check [duo.nl/partners](https://duo.nl/partners) to learn when a person is regarded as your partner by DUO.

If you are repaying your student loan in compliance with the repayment regulations SF15 or SF35, then you are obliged to include your partner's income for the calculation of your financial capacity. We obtain your partner's income from the tax authorities.

If you are subject to the repayment regulations SF15-old, you may choose to disregard your partner's income. With the form *Income statement for a request for a lower monthly instalment*, you can pass on your partner's (income) data to DUO. If you do not wish to include the income, you can mention this on the form.

Information about the regulations governing repayment can be found on [duo.nl/terugbetalingsregels](https://duo.nl/terugbetalingsregels).

Information about the regulations governing repayment can be found on [duo.nl/terugbetalingsregels](https://duo.nl/terugbetalingsregels).

If your relationship ends, this may affect your repayment situation. Notify DUO of the end of your relationship using this form. We will then inform you of the consequences for your monthly payment.

## Note on 9 Higher monthly payment

If you pay by direct debit, you can repay your student loan faster by increasing the amount of your monthly instalment. If you are not yet paying by direct debit, fill in the form *Automatisch schuld aflossen bij DUO* as well.

For question 9.1, state the amount you want to be debited, i.e. your monthly instalment plus the extra amount you want to pay. Here you can also notify us of a change in the amount to be debited.

If a direct debit of the higher monthly payment fails, your payment will automatically be lowered to the amount calculated by DUO.