



Dienst Uitvoering Onderwijs  
Ministerie van Onderwijs, Cultuur en  
Wetenschap

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## Changes

### Students in higher education in the Netherlands

#### This form

This form is for students in higher education who receive student finance or who wish to receive student finance again. Students can also use this form to submit a change or to stop their student finance.

#### Where to send the form

Dienst Uitvoering Onderwijs  
PO box 50103  
9702 GC Groningen

Or send the form as an attachment to:  
documents@duo.nl

**Further information**  
duo.nl

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## 1 Your details

This question must be answered

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1.1 Citizen Service Number (BSN)

1.2 Surname (birth name)

First name (in full) and other  
initials

1.3 Date of birth

## 2 Postal address

See the explanatory notes

2.1 At which address do you wish to  
receive correspondence about  
your student finance?

☐ At my own address

☐ At another address > Enter the address below. Also complete question 2.2.

PO Box or street and house number

Postal code

Town/city

Country

2.2 Date from which address may be  
used

## 3 Changing telephone or email

See the explanatory notes

3.1 Telephone

3.2 Email

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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

### Your new study programme

See the explanatory notes

4.1 Name of the educational institution where you will be studying

4.2 Name of the study programme you will be taking

4.3 Location where you will be attending lectures or classes

4.4 What type of study programme will you be enrolled on?

☐ Full time or work-study:

☐ Associate degree

☐ Bachelor's programme

☐ Master's degree programme

☐ Graduate Master's programme

☐ Other (please specify)

☐ Part-time study programmes > You are not entitled to student finance. You may be eligible for a lifelong learning credit; go to [duo.nl](https://duo.nl) for more information.

4.5 From what date have you been / will you be enrolled in your new study programme?

☐ 1 September 2 0

☐ 1 February 2 0

Day Month Year

☐ Other (please specify)

## 5

### Changing or reapplying for student finance

See the explanatory notes

5.1 Would you like student finance for living away from home or living with (one of) your parents?

☐ Living away from home

☐ Living with (one of) my parents

From

Month Year

5.2 Which aspect of your student finance would you like to change or reapply for?

☐ Basic grant

From

Month Year

☐ Supplementary grant

Month Year

☐ Interest bearing loan € per month

Month Year

☐ Tuition fee loan

Month Year

> Also answer questions 5.3 – 5.5

☐ Student travel product > Select a product below

Month Year

☐ Weekday subscription

☐ Weekend subscription

5.3 What type of tuition fees are you paying this academic year?

☐ Statutory tuition fees > Go to 5.5

☐ Institutional tuition fees

5.4 How much are the institutional tuition fees you are paying this academic year?

€ > Send documentary proof

5.5 How much lifelong learning credit per month would you like?

☐ A maximum of > Go to [duo.nl](https://duo.nl) to see the amounts

☐ Less, namely € per month

5.6 Would you like to receive the maximum performance-related grant?

☐ Yes

☐ No, less namely € per month

## 6

### Partly stopping your student finance

See the explanatory notes

6.1 From which date would you like to partly stop your student finance?  
The date may not be in the past

☐ Basic grant

From

Month

Year

☐ Supplementary grant

Month

Year

☐ Interest bearing loan

Month

Year

☐ Tuition fee loan

Month

Year

> Please note: If you would like to cancel your weekday or weekend subscription, you should do so at a pick-up device ('ophaalautomaat'). DUO will not automatically cancel your weekday or weekend travel pass.

## 7

### Stopping your student finance completely

See the explanatory notes

7.1 From what date would you like to stop your student finance completely?  
The date may not be in the past

Month Year

> If you stop your student finance, you must also cancel your student travel product on time. You should do so at a pick-up device ('ophaalautomaat'). DUO will not automatically cancel your weekday or weekend travel pass.

## 8

### Signature

This question must be answered

8.1 I confirm that I have completed this form truthfully and in full

Day

Month

Year

Telephone\*

Email\*

Signature

#### DUO and your data

Your data will be entered into 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 wherever abuse is uncovered.

\* It can sometimes be useful to contact you by telephone or by email about your request 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 in circumstances Students in higher education in the Netherlands

### Further information

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

## General information

Always answer questions 1 and 8 on this form, and then only the questions that relate to the change in your circumstances.

### Mijn DUO

Use 'Mijn DUO' to apply for student finance quickly and easily and to give notice of any changes in your circumstances.

### Authorizing a third party

If you live abroad, it can be useful to authorize someone to deal with DUO on your behalf. Would you like to authorize someone to use 'Mijn DUO' on your behalf? You can do this easily at DigiD Authorization. If you would like the person you have authorized to be able to request information about you from DUO or to be able to submit changes in your circumstances using the appropriate form, then you should also send the Authorization form. This is because DUO does not have access to authorizations that have been set up using DigiD Authorization. The form can be found on our site.

### Know what you borrow

DUO calculates interest from the first month after the loan has been issued. After completing your studies, you will have to repay the loan.

### Re 2.1 Postal address

If you currently receive your post digitally but would like to receive it on paper, you should first change your postal preferences in 'Mijn DUO'. If you live abroad and are no longer able to log in to 'Mijn DUO', go to [duo.nl/buitenland](https://duo.nl/buitenland) to see how to change your postal preferences.

### Re 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.

### Re 4.4 Graduate Master's programme

You can take a Graduate Master's programme after successfully completing your Master's or HBO-Bachelor's study programme. Student finance is only

available for Graduate Master's programmes if you are still entitled to a performance-based grant or a consecutive loan.

### Re 4.5 Enrolment date

The academic year at universities runs from 1 September to 31 August.

### Re 5.1 Living situation

Misuse of grants intended for those living away from home will be severely dealt with. If your address does not correspond to the one you are registered at with the municipality, you will be deemed to be misusing the grant and DUO will convert it to one payable for students living at home (which is lower).

If you will be living away from home, but do not yet know at what address, you should inform us of your address as soon as you know it. Until that time, you will receive a grant for students living at home.

### Re 5.2 Tuition fee loan

You may apply for a loan to pay your tuition fees. This is known as a 'tuition fee loan'. After finishing your studies, you repay the amount loaned to you under the same conditions as student debt. You may decide yourself whether to borrow the full tuition fees amount, or just a partial amount. State how much 'tuition fee loan' you would like to receive per month (DUO pays out the loan in monthly instalments). You can find the current amounts at [duo.nl](https://duo.nl).

You may obtain a tuition fee loan for the statutory tuition fees and for the institutional tuition fees.

### Statutory tuition fees

- Statutory tuition fees are set by the government. Go to [duo.nl](https://duo.nl) for the current amounts.
- You may borrow up to 1/12th of the tuition fees per month.

### Institutional tuition fees

- For study programmes abroad and for some study programmes in the Netherlands, you pay institutional tuition fees.
- The level of institutional tuition fees is determined by each institution itself. In many cases, it is more than the statutory tuition fees.
- In each academic year, you may never borrow more than the tuition fees you have to pay, up to five times the level of the statutory tuition fees.
- You may receive up to 1/12th of your tuition fee loan per month.
- Send a statement from your educational institution with this form about the tuition fees payable, if you would like to apply for more than 1/12th of statutory tuition fees per month (if you wish to borrow less than the statutory tuition fees, then no such statement is needed).

- If you wish to borrow more than the statutory tuition fees but do not send a statement, we will send a form to you. Your educational institution can then use the form to state what your tuition fees are. You will receive a provisional award in advance, equivalent to the statutory tuition fees.

**Please note:** the maximum tuition fee loan is increased every year. This is particularly important if your statutory tuition fees move from halved to complete. If you have opted for 'maximum', DUO will increase your tuition fee loan automatically every year, so you do not have to change the amount you have requested. You may adjust the amount every month.

#### Re 5.4 Documentary proof of institutional tuition fees

Are you paying more than the statutory tuition fees? And would you like to borrow more than the statutory tuition fees? If so, you must send documentary proof of the amount you have to pay. Please use the Verklaring collegegeld (tuition fees statement) for this purpose. You can download it from [duo.nl/controles](https://duo.nl/controles)

#### Re 5.6 Performance-related grant

The basic grant, supplementary grant, and student travel product are performance-related grants. A performance-related grant is primarily a loan. If you obtain your diploma within ten years, then your performance-related grant will be converted into a gift. As a precaution, would you prefer to receive less than the maximum performance-related grant? If so, then answer these questions.

Have you received a reduced performance-related grant, or not received one at all? In that case, you may apply for a performance-related grant (up to the maximum) amount retroactively, up to and including the current academic year. You will automatically receive the performance-related grant, that you have not paid out, after obtaining your diploma.

#### Re 6 Partly stopping your student finance

Answer this question if you do not wish to stop every element of your student finance. If you are now only entitled to student finance in the form of an interest bearing loan, but would like only a student travel product and not a loan, enter an end-date for the loan.

If you do not want a student travel product, do not activate it. If you have already activated your student travel product, you can cancel it at a pick-up device ('ophaalautomaat').

You cannot stop your student finance retroactively.

#### Re 7 Stopping your student finance completely

If you stop your student finance completely, you will no longer be entitled to a student travel product. This means you must cancel it at a pick-up device ('ophaalautomaat') by the 10th of the first month in which you are no longer entitled to student finance.

You may not use your student travel product to travel from the 1st of this month. If you use it when not entitled to do so, the public transport authorities will issue you with a debt. Go to [duo.nl](https://duo.nl) to see how much the debt is.