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## Changes MBO students in the Netherlands

### This form

This form is for students on MBO study programmes who receive a student grant in the Netherlands, or who wish to do so again, who wish to give notice of a change in their circumstances, or who wish to terminate their student grant, either wholly or partly. If you are going to be studying abroad, use the *Wijziging student buitenland (changes in circumstances for those studying abroad)* form.

If, after your MBO study programme, you will be taking an HBO or university study programme (whether in or outside the Netherlands), you should give notice of this on Mijn DUO. See the explanatory notes.

### Where to send the form

Dienst Uitvoering Onderwijs (DUO)  
PO Box 50103  
9702 GC Groningen

### Further information

duo.nl

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## 1 Your details

This question must be answered

1.1 Citizen Service Number (BSN)

Form field for Citizen Service Number (BSN), consisting of 10 digits.

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1.2 Surname (birth name)

Form field for Surname (birth name).

First name

Other initials

First name (in full) and other initials

Form field for First name (in full) and other initials.

1.3 Date of birth

Form field for Date of birth, with labels Day, Month, and Year.

## 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

Form field for PO Box or street and house number.

Postal code

Town/city

Form field for Postal code and Town/city.

Country

Form field for Country.

2.2 Date from which address may be used

Form field for Date from which address may be used, with labels Day, Month, and Year.

## 3 Changing telephone or email

See the explanatory notes

3.1 Telephone

Form field for Telephone.

3.2 Email

Form field for Email.

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## 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 Intermediate vocational education (MBO): How will you be enrolled?
- ☐ On a vocational training track (BOL) for the following full-time study programme:
- ☐ 'entreeopleiding' (entrance programme) (level 1)
- ☐ 'basisberoepsopleiding' (basic vocational
- ☐ 'vakopleiding' (vocational training) (level 3)
- ☐ 'middenkaderopleiding' (middle management)
- ☐ 'specialistenopleiding' (specialist programme)
- ☐ On a vocational supervision learning programme > You are not entitled to a student grant or a student travel product
- ☐ On a part-time study programme > You are not entitled to a student grant or a student travel product
- ☐ As an exam participant > You are not entitled to a student grant or a student travel product
- > If you would like to apply for a student grant for this study programme or change or change the grant, you should also answer question 5.
- 4.5 From what date have you been / will you be enrolled on your new study programme?
- ☐ 1 August  2  0
- ☐ 1 February  2  0
- Day Month Year
- ☐ Other (please specify)
- Day Month Year
- 4.6 When did, or will, your enrolment on your previous study programme end?
- 
- Day Month Year
- 4.7 Would you like to receive a student grant for the period between your previous and your next study programme?
- ☐ Yes
- ☐ No

## 5

## Changing or reapplying for a student grant

See the explanatory notes

- 5.1 Would you like to receive a student grant awarded to those living at home or to those living away from home?
- ☐ Those living away from home ☐ Those living at home
- From  
Month Year
- 5.2 Which aspect of your student grant would you like to change or reapply for?
- ☐ Basic grant
- From  
Month Year
- ☐ Supplementary grant
- From  
Month Year
- ☐ Interest bearing loan €  per month
- From  
Month Year
- ☐ Student travel product > Select a product below
- From  
Month Year
- ☐ Midweek travel pass
- ☐ Weekend travel pass
- 5.3 Would you like to receive the maximum performance-related grant? (only for levels 3 and 4)
- ☐ Yes
- From  
Month Year
- ☐ No €  per month

## 6

## Partly terminating your student grant

See the explanatory notes

- 6.1 From what date would you like to terminate part of your student grant?  
The date may not be in the past

	From	
	Month	Year
<input type="checkbox"/> Basic grant	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/> Supplementary grant	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
<input type="checkbox"/> Interest bearing loan	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

> Take note! If you would like to cancel your student travel product, you should do so at a public transport ticket machine ('ophaalauto-maat'). DUO will not automatically cancel your midweek or weekend travel pass.

## 7

## Terminating your student grant completely

See the explanatory notes

- 7.1 From what date would you like to terminate your student grant completely?  
The date may not be in the past

	Month	Year
	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>

> If you terminate your student grant, you must also cancel your student travel product on time. You should do so at a public transport ticket machine ('ophaalautomaat'). DUO will not automatically cancel your midweek 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*
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>
Email*			
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>			
Signature			
<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>			

## DUO en uw gegevens

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 whenever 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

### MBO students in the Netherlands

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

#### General information

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

#### Mijn DUO

Use Mijn DUO to apply for a student grant 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 to authorize your representative at DUO to request information about you or submit changes using a form, then you should also submit the Authorization form. This is because DUO does not have access to an authorization that has been arranged via 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

DUO may also use this information for general matters. By entering your (new) email address here, you also give us permission to use this, for example, for proactive mailings.

#### Re 4 A new study programme

Are you taking a continuous or integrated VMBO-MBO learning pathway? If so, for the first two years of this route, you come under 'voortgezet onderwijs' (secondary education, the VO phase). From the first quarter that follows your 18th birthday, you will be entitled to a student allowance. After that, you usually come under the MBO (MBO phase). In the MBO phase, you may apply for your student travel product and from the first quarter that follows your 18th birthday, you will be entitled to the other aspects of a student grant, such as the basic grant. Your school will know whether you come under VO or MBO.

#### Re 4.5 Enrolment date

The MBO school year runs from 1 August to 31 July.

#### Re 4.7 Student grants between two study programmes

If there are less than four months between your previous and your next study programme, you may receive a student grant for that period and continue to use your student travel product. You should therefore give notice of your new study programme as soon as possible.

#### 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 local authority, 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, then 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 5.3 Performance-related grant

If you are taking an MBO study programme at level 3 or 4, your basic grant, supplementary grant, and student travel product form a performance-related grant. This means that it is primarily a loan. If you obtain your diploma within ten years for level 3, 4, or higher, 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 retrospectively, up to and including the current academic year.

#### Re 6 Partly terminating your student grant

Answer this question if you do not wish to terminate every element of your student grant. If you are now only entitled to a student grant 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. You cannot terminate your student grant with retrospective effect.

#### Re 7 Terminating your student grant completely

If you terminate your student grant completely, you will no longer be entitled to a student travel product. This means you must cancel it at a public transport ticket machine ('ophaalautomaat') by the 10th of the first month in which you are no longer entitled to a student grant. From the 1st of this month, you may no longer use your student travel product to travel. 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.