Student Finance England

P.O. Box 210

Darlington

DL1 9HJ

(Students Name)

(address)

(CRN)

(Date)

Dear Sir/ Madam

I am writing to you after I have been informed that I will not be entitled to receive funding this year due to previous study completed in academic year/s #######

I wish to formally advise that I was unable to complete my previous studies due to the compelling personal reasons outlined below;

(\*State what happened that prevented you from completing your previous studies)

Based on the information above I am requesting that I am awarded an additional year(s) of fee and grant support under the grounds of compelling personal reasons as detailed under regulation 19(10) detailed below

“In addition to the standard entitlement, if the Secretary of State determines that the student is repeating an academic year of the designated course because of compelling personal reasons, a current system student qualifies for a fee loan in respect of the year of repeat study provided that the academic year that the student is repeating was a qualifying year of study and the year of repeat study is not a bursary year.”

If you require any further information on this case then please do not hesitate to contact me directly.

Kind Regards