

VISA COSTS LOAN POLICY AND PROCEDURE

Approval

VCO	
-----	--

Version Control

Version	1.1
---------	-----

Responsible Officer

Version		K. Adetunji
---------	--	-------------

Contents

Page

Scope	3
Aims	3
Policy	3
Procedure	4
Review	4

Visa costs loan - policy and procedure

1 Scope

- 1.1 This policy applies to staff who require a visa in order to work at the University. The application of this policy is at the discretion of the University, and the policy may be amended or withdrawn by reasonable notice as directed by the Vice Chancellor.

2 Aims

- 2.1 The policy aims to support the recruitment and retention of staff with the required skills and experience.
- 2.2 The policy aims to ensure the University is able to draw from a diverse pool of talent in order to meet its resourcing needs.
- 2.3 The policy aims to support staff by providing an interest-free loan in relation to specified immigration costs incurred by the employee, allowing them to spread the financial burden over a fixed period.

3 Policy

- 3.1 The policy allows for the provision of an interest-free loan for non-British or non-Irish nationals and their immediate dependents (spouse and children), towards the cost of a successful visa application and other specified costs, as set out in appendix A.
- 3.2 The maximum amount that an employee can borrow under this scheme is £10,000. The rationale behind setting this limit is to ensure that you are not subject to tax and National Insurance contributions.
- 3.3 Employees cannot take out consecutive interest-free loan, if they have a current ongoing loan and repayment plan.
- 3.4 The employee must have commenced work at the University, having successfully applied for their visa.

- 3.5 The employee must be expected to remain in the University's employment for 12 months or more.
- 3.6 The granting of an interest-free loan will be determined by the University on a case-by-case basis.
- 3.7 The employee is responsible for any tax implications which may be incurred.
- 3.8 In applying for a loan, the employee agrees to repay the University through deduction from salary, over a maximum of 24 months.
- 3.9 In the event of the employee leaving the University, any outstanding amount must be repaid in full. This will normally be deducted from preceding months' salaries or final month's salary or any other payments due. Any outstanding amount still owing must be repaid in full before the employee's final date of employment at the University.

4 Procedure

- 4.1 The staff member must complete an Application Loan Request form, stating the items and fees incurred. Receipts showing the items and fees incurred, must be provided. Authorisation is required by the Executive Director of People, or their nominee.
- 4.2 No claim can be made by the employee for any interest, overdraft, previous unsuccessful visa applications or other costs unless these are set out in Appendix 1.

5 Review

- 5.1 The University will keep this policy and procedure under review in line with University requirements and legislation.

Appendix 1

Interest-free loan for the purchase of a visa and other specified costs

Applications for an interest-free loan may be made in relation to costs incurred from 1 January 2017, for the following:

Employee	Visa and NHS surcharge as part of an immigration application
Employee's immediate dependents (spouse or partner and children aged up to 21 years)	As above

Loans are repayable over a 24-month period or the duration of any fixed term contract if shorter.

Repayment will be deducted from salary on a monthly basis. Should the employee leave before the loan is repaid in full, the outstanding amount will be deducted from the final month's salary or any other payment due to the employee.