

Interest-free loan to assist with UK visa fees or residency and/or healthcare surcharge costs

Lancaster University is very keen to support staff with the cost of UK visa or residency and/or healthcare surcharge costs and is able to offer an interest free loan to assist with what can be considerable costs.

Details of the loan

The loan will be available to current Lancaster University staff to covers the cost of the UK visa or residency and/or healthcare surcharge costs for themselves and their dependents, up to a limit as outlined below. For clarity, dependents are:

- Spouse, civil partner or partner
- Children under the age of 18
- Children over the age of 18 if they are already in the UK as a dependent

Any assistance with visa and healthcare surcharge costs for new starters, will fall under the relevant Relocation Scheme at appointment.

All loans, once approved, will be paid by BACS transfer.

Terms and conditions of the interest-free loan

- You must be a current member of Lancaster University staff and require a UK visa to continue in employment, or you are applying for UK residency
- You must have a contract offer of a minimum of 12 months to enable repayment of the loan
- The interest-free loan must be used solely towards the cost of a UK visa or residency and/or healthcare surcharge costs. You will need to provide evidence of your visa application prior to receiving the loan and receipts for all payments when you bring your visa to be checked in Human Resources
- In the event that the loan amount is more than the amount required to cover your visa or residency and/or healthcare surcharge costs, the excess amount will be deducted from your next salary payment
- The maximum loan amount available is the lesser of 1/12th of gross salary or £10,000
- The loan will be recovered in equal amounts over a 12 month period, commencing from the next available payroll run. NB, this period can be extended to a maximum of 24 months if the repayment amounts would result in financial hardship.
- If you leave Lancaster University employment before fully repaying the loan, the outstanding amount becomes immediately repayable and with any unpaid amount pursued by the University

Procedure for applying for an interest-free loan

The member of staff applying should fully complete the request form and send to the Payroll Office, HR Building. Proof of payment must be provided when you bring your visa in to Human Resources.

Application for an interest-free loan for UK Visa or Residency fees and/or healthcare surcharge costs

Personal Details

Name:	Payroll number:
Department/Faculty:	
Email address:	Internal contact tel number:

Details of loan application

Interest-free loan applied for: £
 NB, the maximum loan amount is the lesser of 1/12th of your gross salary or £10,000

The loan is for (tick all that apply) UK Visa Fee/Residency Healthcare surcharge
 The loan covers (tick all that apply) My costs only My costs plus my dependents*

* Please provide the name and relationship of all dependents:

Name	1	Relationship	1
	2		2
	3		3
	4		4

Evidence of your visa application must be provided with this form. Full proof of all payments made to UK Visa and Immigration must be provided when you bring the visa into HR. If the loan amount exceeds visa/health surcharge costs, the excess becomes immediately repayable

Repayment

I understand that repayment will commence from the first salary payment after the advance is paid. If the loan amount exceeds the amount required for visa or residency and/or healthcare surcharge costs, I authorise for the excess amount to be deducted from my next salary payment.

I agree to pay equal instalments over the next 12 months until the loan is repaid
 I request an extended period of repayment of months*

* Any request for an extended period of repayment must not exceed 24 months

In the event that I leave Lancaster University prior to the full repayment of this loan, I undertake to repay the loan in full before my last day of service. Otherwise, I authorise for any outstanding amount to be deducted from my final salary.

Signed: _____ **Date:** _____

To be completed by the Payroll Team

Monthly deduction: £	Start:	End:
Date form forwarded to Accounts Payable:		
Date emailed the individual to confirm payment:		
Name:	Date:	