

## Immigration reimbursement scheme

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This guidance will be reviewed periodically to ensure it remains relevant and reflects changing legislation and organisational requirements.

Document owner: Staff Immigration

## 1. Introduction

If you're a new international employee who needs a Skilled Worker or Global Talent visa, or Indefinite Leave to Remain (ILR), to live in the UK and work at the University of Leeds, we can help by reimbursing the cost of your application once you start work.

If you're an existing employee, you can also reclaim the cost of your ILR application or extending your Tier 2/Skilled Worker or Global Talent visa.

## 2. Am I eligible?

You'll need to be a new or existing University of Leeds employee who's applying for one of the following types of leave to remain, on or after the relevant implementation date:

Permission type	Implementation date
Skilled Worker Visa – initial visa and extension	1 December 2020
Global Talent – initial endorsement/visa and extension (if the visa is necessary to allow you to start/continue to work at the University of Leeds)	20 February 2020
Indefinite Leave to Remain (ILR) in the UK (including Life in the UK test and English language test/UK NARIC fee as appropriate)	8 November 2018
Tier 2 (General) – initial visa and extension	1 August 2017

If you have external funding which covers the cost of your permission to live and work in the UK, you should claim these costs in the appropriate way from the funding body. You will not be eligible for any further reimbursement by the University.

## 3. How much can I claim?

The reimbursement covers the standard cost of application as stated on UK Visas and Immigration (UKVI) webpages: [Skilled Worker](#), [Global Talent](#) and [ILR](#). Tier 2 (General) is no longer open to new applications, but you may still reclaim the fee from an application made before 1 December 2020.

You may be eligible for our [interest free loan](#) to help with other costs such as UKVI priority/super priority service fee, biometrics appointment, the NHS surcharge, UK NARIC fees, immigration advice in the UK and costs (including application fee) for your dependents.

## 4. How and when should I make a claim?

The UK tax authority classifies the reimbursement of visa/settlement fees as earnings, so you'll need to be on the University's payroll for us to reimburse you. Once you've started work and we've completed 'right to work' checks, you can submit your claim through our online e-Expenses system. Please see our [step by step guide](#) on how to do this.

You'll need to provide a receipt/proof of payment to claim back the cost of your application.

## 5. Will I have to pay tax or National Insurance Contributions (NICs) on the reimbursement?

It depends on your personal circumstances and also where you make the visa application.

Generally speaking, if you're applying for an initial visa from your home country, then you won't have to pay tax or NICs when you apply for reimbursement after you start work.

If you're applying within the UK, perhaps to extend your existing visa or switch to another immigration category, you will have to pay tax and NICs unless you're exempt.

These are Her Majesty's Revenue and Customs (HMRC) rules and the University must abide by them.

## **6. What happens my employment ends?**

If your employment with the University ends because your fixed term or open ended (fixed funded) contract comes to an end, you won't need to repay any of the reimbursement.

Otherwise, if your employment ends within a year of the date you submitted the reimbursement request, the University reserves the right to recover 50% of the amount reimbursed from your remaining salary payment(s) or from any other sums due to you.

Where the retained sums don't settle the outstanding balance, you'll be required to repay the outstanding amount within 30 days of written confirmation from the University. Failure to pay in this timeframe may result in interest being charged on the outstanding balance.

## **7. Other conditions**

The University's Immigration Reimbursement Scheme is not contractual and the University reserves the right to amend or withdraw the Scheme.

If you need any further guidance please contact your [Faculty/Service HR hub](#)