

# Human Resources

SPECIALIST SUPPORT TEAM

## 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 and Compliance Officer

## 1. Introduction

If you're a new international employee who needs a Tier 1 (Exceptional Talent) or Tier 2 (General) 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 1 or Tier 2 visa.

### EU Settlement Scheme

If you applied for pre-settled or settled status under the EU Settlement Scheme before 30 March 2019, the fee you paid will be automatically refunded to the credit/debit card you used by the UK Government, so you don't need to apply for reimbursement from the University. Applications made on or after 30 March 2019 are free of charge.

## 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
An initial Tier 2 visa	1 August 2017
An extension/renewal of a Tier 2 visa	1 August 2017
An initial Tier 1 (Exceptional Talent/Exceptional Promise) visa <sup>1</sup>	8 November 2018
An extension/renewal of a Tier 1 (Exceptional Talent/Exceptional Promise) visa	8 November 2018
Indefinite Leave to Remain (ILR) in the UK <sup>2</sup>	8 November 2018

If you have external funding (eg Marie-Sklodowska Curie) which includes an element of mobility allowance and/or which covers the cost of your permission to live and work in the UK, you won't be eligible for reimbursement by the University.

## 3. How much can I claim?

The reimbursement covers the cost of your application by post or online. You can find details of current [Tier 1](#), [Tier 2](#), and [ILR](#) fees on the UK Visas and Immigration (UKVI) website.

If you need to use the UKVI premium/priority service to make your application in person, we'll reimburse the standard cost and, if you wish, you can apply for our [interest free loan](#) to cover the rest. The loan also covers other costs you might incur when you're applying, such as the NHS surcharge, UK NARIC fees, immigration advice in the UK and costs (including postal/online applications) for your dependants.

<sup>1</sup> Including the cost of endorsement by one of the Designated Competent Bodies

<sup>2</sup> Including the costs of the Life in the UK test and English language test or UK NARIC fee as appropriate

#### **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](#)