**Interest free loan scheme for right to work in the UK costs**

**Application form**

If you want to apply for an interest free loan, please complete the application form below and send it to your [Faculty/Service HR hub](http://hr.leeds.ac.uk/contact).

Please make sure you’ve read the [interest free loan scheme guidance](http://hr.leeds.ac.uk/info/6/support_for_staff/308/interest_free_loan) before completing the form.

Form owner: Staff Immigration and Compliance Officer

Form created: 1 August 2017

Form updated: 7 January 2021

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| **About you** |
| **Payroll ID/personnel number** |  | **Title1** | **Dr / Prof / Mrs / Ms / Mr /****Other (specify)**:  |
| **First name(s)** |  |
| **Surname/family name** |  |
| **Contract type and length1** | * Open ended
* Open ended (fixed funded)
* Fixed term
 | **If fixed term or open ended (fixed funded), please give remaining length of contract:** |  |

1 delete if not applicable

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| **How do you plan to spend the money?** |
|  | **You** | **Your dependent(s)** | **Total** |
| **Tier 2 visa application or extension**2 | £ | £ | £ |
| **Skilled Worker Visa application or extension**2 | £ | £ | £ |
| **Global Talent endorsement/visa application or visa extension**2 | £ | £ | £ |
| **Dependent/Spouse visa application** | £ | £ | £ |
| **NHS surcharge**  | £ | £ | £ |
| **UKVCAS (biometric appointment)** | £ | £ | £ |
| **English language test** | £ | £ | £ |
| **UK NARIC services** | £ | £ | £ |
| **Indefinite Leave to Remain application**2 | £ | £ | £ |
| **British Citizenship application** | £ | £ | £ |
| **UK legal fees** | £ |
| **TOTAL AMOUNT REQUESTED (maximum £5,000)** | **£** |

2 These costs are covered by the [Immigration Reimbursement Scheme](http://hr.leeds.ac.uk/info/6/support_for_staff/309/visa_reimbursement_scheme), though existing employees may wish to apply for the loan in advance to help with costs. If you do so, **you must repay the amount to the University as soon as it has been reimbursed to you**.

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| **Your dependent(s)** |
| **If you’re using some of this loan to pay costs for your dependent(s), please let us have their details (continue on a separate page if you need to)** | **Dependent name** | **How are they related to you?** | **Date of birth if under 18** |
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| **Existing financial arrangements with the University**  |
| **If you currently have other loans from the University of Leeds (for example staff assistance fund, cycle to work, bus/rail card):** |
| **What was it for?** |  |
| **How much was it?** | £ |
| **How much do you still have to repay?** | £ |

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| **Declaration** |
| I confirm that:1. the information I have given is true and accurate;
2. I accept and will comply with the University of Leeds interest free loan scheme terms and conditions;
3. I meet the eligibility requirements set out in the interest free loan scheme guidance;
4. I will only use the loan money to help with payment of UKVI visa fees, healthcare surcharges (NHS), UK legal fees for advice on immigration and/or the cost of taking an English language test or using the UK NARIC service for me and my dependents in relation to my employment at the University of Leeds;
5. I am aware and agree that, if my employment ends before I have fully repaid the loan, the University will recover any outstanding sum from any remaining salary payments. If the amount I still owe is more than my final salary payment, I agree to repay the additional amount before my last day of employment. If I do not work a notice period, I agree to repay the additional amount within 7 days of my last day of employment;
6. if my pay reduces (for example if I reduce my hours), I agree that the University can continue to deduct loan repayments from my salary in the knowledge that, in exceptional circumstances, I might receive no pay;
7. (if applicable) I am applying for a loan to cover visa application fees for myself and I will submit an e-expenses claim as soon as possible after submitting my visa application and will, immediately following receipt of such reimbursement, repay this amount against the outstanding loan balance.
8. (fixed term/fixed funded members of staff) before completing this application, I have reviewed my financial situation and am sure that I will be able to repay the loan before my current contract/funding ends;
9. I understand that, for audit purposes, I need to send my receipts to the International Team, Human Resources, Level 11, EC Stoner Building.
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| **Signed** |  |
| **Print full name** |  | **Date** |  |

**FOR HR USE ONLY**

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| **Payment authorisation (Faculty HR Officer/Manager)** |
| **Signed** |  |
| **Print full name** |  | **Date** |  |

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| **FOR COMPLETION BY FACULTY HR** |  |
| Application approved by Faculty/Service? |  |
| In which month should the loan be paid? |  |
| In which month should repayments start? (normally the same month) |  |
| What should the repayment term be? (normally 12 months) |  |
| If an extended repayment term is required, please say why |  |