**APPLICATION FORM**

**Loan from the University of Manchester to assist with employees Indefinite Leave to Remain visa costs and Visa, Immigration Health Surcharge and Indefinite Leave to Remain visa costs for any dependants**

Before completing this form please read the Terms and Conditions of the Loan Scheme.

**Please complete this form in BLOCK CAPITALS and take it, together with ALL ORIGINAL RECEIPTS, to People & OD Operations, 2nd Floor, Simon Building.**

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| **SECTION ONE** | |  | **To be completed by the employee applying for the loan** | | | |
|  | | | | | | |
| **A Your details** | | | | | | |
| Name |  | | |  | | |
| Home address |  | | |  | | |
|  |  | | |  | | |
|  |  | | | Postcode |  | |
| Department and building |  | | |  | | |
| Telephone |  | | |  | | |
|  |
| National insurance no | -- | | | Payroll Number | |  |
| Email address |  | | | | | |

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| --- | --- | --- | --- |
| **B Details of the health surcharge and/or dependant visa costs** | | | |
| Employee  (ILR) |  | Dependant 3  (Visa/NHS surcharge/ILR) |  |
| Dependant 1  (Visa/NHS surcharge/ILR) |  | Dependant 4  (Visa/NHS surcharge/ILR) |  |
| Dependant 2  (Visa/NHS surcharge/ILR) |  | Dependant 5  (Visa/NHS surcharge/ILR) |  |



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| **C Repayment details** |
| If my loan application is approved, repayment will be made by the under noted deductions from my salary, commencing on the first available pay day following approval of the loan.  12 monthly instalments of £ ............:........... (for loans up to £4,000)  24 monthly instalments of £ ............:........... (for loans from £4,000 to £10,000)  Please note that maximum loan amount of £10,000 includes any other loans you may have with the University, for example, an annual season ticket loan.  If an employee leaves the employment of the University before the whole loan has been repaid, the balance of the loan becomes immediately payable and will be deducted from the employee’s final monthly salary. If the outstanding balance on the loan exceeds the employee’s final pay cheque, the employee is required to pay the full outstanding balance before their last date of employment. In the first instance, the employee should contact people-od.operations@manchester.ac.uk for advice and assistance. |
| **D Data Protection Notice** | |
| *The personal information which you have provided by completing this form, and any other information provided in connection with your application, will be used by the University to process your application and to set up and administer the loan process, which will include arrangements for calculating and making payments. We will keep the information you have supplied confidential and will not disclose it to any third party, unless we are required to do so by law, or you have given your consent.* | |

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| **E Declaration by applicant** | | | |
| I confirm that the information which I have given in this form is correct and authorise the University of Manchester to use the information I have provided for the above purposes.  I am applying for a loan of £ ............:..........., which I confirm is to be used to assist with my Indefinite Leave to Remain costs and Visa, Immigration Health Surcharge and Indefinite Leave to Remain costs for any dependants.  I accept that the maximum loan amount of £10,000 includes any other loans I may have with the University, for example, an annual season ticket loan.  I accept the terms and conditions of the loan and authorise the University to make appropriate deductions from my salary each month to repay the loan. | | | |
| Signature |  | | |
| Print Name |  | Date |  |

|  |  |  |  |  |
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| **SECTION TWO** | **Application review to be completed by People & OD** | | | |
|  | | | |  |
| Does the loan applied for fulfil the conditions of the loan scheme? | | | | Yes 🗌 No 🗌 |
| Is the applicant permanent or fixed-term? | | Permanent 🗌 Fixed-term 🗌 | | |
| If fixed term, what is the end date of their contract? | | Date |  | |

Please ensure that the loan requested does not exceed that of the HMRC guidelines of £10,000 if they have taken other interest free loans with the University.

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| Review completed and application approved by |  | Initials |  |  | Date |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **People & OD Operations set-up** *(to be completed by People & OD Operations)* | | | | | | | |
| Monthly deductions commence | | Date |  | | | | |
| Input by |  | | Initials |  |  | Date |  |
| Checked by |  | | Initials |  |  | Date |  |