

## Terms and Conditions

### Eligibility

The Visa Loan Scheme is designed to support University of Manchester employees with the costs of applying for a visa in certain circumstances. To be eligible for a loan you must meet one of the criteria below:

- If you currently hold a Skilled Worker or Global Talent visa you can apply for a loan of up to £10,000 for your dependant(s) visa application and Immigration Health Surcharge costs
- If you are applying (any type of current visa) for ILR you can apply for a loan of up to £10,000 for yourself and your dependant(s) visa application costs

The maximum loan value that The University can offer you is £10,000. This includes any other loans you may have with The University, for example, an annual season ticket loan.

Before granting a loan, The University may, at its discretion, require you to provide:

- proof as to the affordability of the loan repayments the applicant would be required to make if the loan was granted
- security to indemnify The University against loss arising from failure to repay the loan

Providing inaccurate information or failure to disclose to The University information which, if known, may have influenced the decision as to whether to grant a loan, will disqualify your application. It will also result in cancellation of any loans already granted to you with full repayment of all outstanding balances being required immediately. It may also result in The University considering whether more formal disciplinary action is appropriate.

The University reserves the right to refuse any application for a loan and review the Visa Loan Scheme from time to time and remove the offering or change eligibility for new applicants.

### Loan Amounts and Interest

Loans are currently interest free to a maximum value of £10,000.

The University uses [HMRC guidelines](#) on the offering of interest free loans. If legislative changes are brought into force by HMRC then the loan offering may also change from that point forward for any new applicant, which includes charging interest at a specified rate.

### Payment of Loan

The University will provide the loan to you by bank transfer, subject to agreement to these terms and conditions.

### Loan Repayments

The repayment terms of the loan are as follows:

Loan Amount	Payback period
£1 - £3,000	12 months
£3,001 - £6,000	24 months
£6,001 - £10,000	36 months

If you are employed on a fixed term contract, the payback period must enable the loan to be repaid before your contract of employment ends. This means you may need to pay the loan back over an adjusted payback period which may be shorter than the standard payback periods listed above.

You agree to The University making a deduction from your salary in equal monthly instalments for the duration of the payback or adjusted payback period in accordance with the schedule set out in the Visa Loan Application form. Deductions commence on the first available pay date following approval of the loan. Deductions of loan payments **must not** take an employee below National Minimum Wage.

The loan payback period is determined when the loan is approved and will remain unchanged unless your employment terminates prior to the end of the agreed payback period, or you choose to pay the loan off in full earlier.

If you leave your employment with The University before the whole loan has been repaid, you agree that the balance of the loan becomes immediately payable and will be deducted from your final monthly salary. If the outstanding balance on the loan exceeds your final pay amount, you will be required to pay the full outstanding balance before your last date of employment. In the first instance, the employee should contact Global Mobility through the People Connect Portal at [People Services - General Request Form - Connect](#) and in the 'Request Details' select 'Global Mobility' and 'Visa Fees or Loans'.

If you fail to repay the full outstanding balance before your last day of employment, you agree to pay, or reimburse, The University on demand, any costs and liabilities incurred by The University in relation to recovering the outstanding balance from you.

### Skilled Workers: specific loan repayment terms

Skilled Workers must meet a minimum salary threshold to continue being eligible for sponsorship for the role they are undertaking.

For all Certificates of Sponsorship (CoS) issued from 9 April 2025 (regardless of if you are entitled to transitional protection or not), the Home Office deems repayments of loans to an employer related to immigration costs to be deductible from the salary threshold. Therefore, when assessing eligibility for a loan for a Skilled Worker, we may need to adjust the amount we can offer based on the minimum salary threshold and actual gross pay, or the payback period. The Home Office works this out based on gross pay, but deductions are made from net pay.

An example is below for illustrative purposes for a £10,000 loan request:

Employee's Minimum Salary Threshold in Role		Employee's Actual Salary	
Annual	£38,700	Annual	£41,671
Monthly Gross	£3,225	Monthly Gross	£3,472.58

The difference between the 'actual' monthly gross and 'minimum salary threshold' monthly gross is **£247.58**. Loan repayment deductions **must not exceed** this amount, or the employee will no longer be eligible for sponsorship, and the University will be in breach of our Sponsorship duties.

Loan applied for:	
Loan Amount	£10,000
Monthly Repayment (36 months)	£278.05 x 1 £277.77 x 35
£3472.58 (monthly gross) - £278 (rounded up monthly loan repayment) =	
<b>£3194.58</b>	
This is <b>£30.42 below</b> the minimum monthly threshold of £3225 for the role	

Adjustment to loan would be required:	
Revised Loan Amount	£8,800
Monthly Repayment (36 months)	£245.30 x 1 £244.42 x 35
£3472.58 (monthly gross) - £245 (rounded up monthly loan repayment) =	
<b>£3227.58</b>	
This is <b>£2.58p above</b> the minimum monthly threshold of £3,225 for the role	