

## **Visa Costs and Loans for Dependant Visas and Immigration Health Surcharge Policy**

### **1 Scope**

- 1.1 Payment for all visas and NHS health surcharges must be made by the member of staff in the first instance.
- 1.2 The University of Manchester will reimburse the standard cost of the Tier 2 (General) visa for staff who have been assigned a Certificate of Sponsorship under the UK Home Office Points Based System.
- 1.3 The University will reimburse the cost of the NHS Immigration Health Surcharge (HIS) for the member of staff.
- 1.3 In addition to this, the University will offer an interest free loan to these staff to repay the incurred costs of any dependent's visas and their surcharges up to a maximum of £10,000.

### **2 Eligibility**

- 2.1 Newly appointed staff for whom the University of Manchester has obtained a Certificate of Sponsorship and where the individual has successfully obtained a Tier 2 (General) visa and commenced their role.
- 2.2 Existing members of staff for whom the University of Manchester has obtained an extension to an existing Certificate of Sponsorship and the individual has successfully obtained an extension to their Tier 2 (General) visa.
- 2.3 Interest free loans will be available for Tier 2 (General) visa holders for the costs of any dependent's visas and their immigrant health surcharges up to a maximum of £10,000

for appointments of two years or over. This will be limited to £5,000 for appointments between six months and two years.

- 2.4 The University does not reimburse the costs for any other types of visa or immigrant health surcharges for other visa nationals.

### **3 General Principles**

- 3.1 HR Services will reimburse the cost of the standard Tier 2 (General visa) and the biometric resident card only and staff will need to provide receipts for the costs.

- 3.2 Visas with duration of less than 3 months will not be reimbursed.

- 3.3 Additional costs above the standard visa cost for the premium or priority visa service will not be reimbursed. The recruiting School/Directorate may agree to pay the excess amount but this should be agreed in advance by the applicant.

### **4 How to claim**

- 4.1 Claims for visa fee and health surcharge reimbursement should be submitted through the [University's on-line expenses claim form](#) with receipts and sent to HR Services within three months of the payment. Applications for an interest free loan should be made by completing the [application form](#) and returning the completed form to HR Services. Claims for the health surcharge must be paid via the payroll system; please complete a [PR5](#) form.

- 4.2 Visa expenses will be paid within 14 days of receipt of signed paperwork with original receipts into the individual's bank account. Where the School/Directorate has agreed to pay additional monies for premium or priority service the member of staff should submit their claim for the full amount. The School/Directorate will provide an account code to HR Services who will re-charge the amount. If an individual has themselves chosen to use the premium or priority service HR Services will only reimburse them the standard cost.

- 4.3 Loans for dependent visas and immigrant health surcharges: on receipt of the correctly completed paperwork, the loan will be paid into the individual's bank account within 14 days.

## **5 Staff Leaving the University**

- 5.1 Staff on fixed-term contracts who leave the University before the end of the contract for which the visa was issued or whose contract is prematurely terminated by the University before the stated end of the contract will be required to repay a pro-rata amount. For example, if the contract was for two years and the member of staff leaves after one year the University would require repayment of 50% of the costs.
- 5.2 Staff on permanent contracts who leave the University within two years of taking up appointment or whose contract is terminated by the University in the same timescale will be required to repay 1/24<sup>th</sup> of the amount for every month short of the two years.
- 5.3 Any loan monies outstanding will be recovered in full before the member of staff leaves the University from the final salary payment. The contract of employment stipulates that any repayment may be deducted from an individual's final salary payment.

## **6 Monitoring and Review**

- 6.1 This policy will be monitored to ensure that it is applied equally, fairly and consistently with the University's Equality and Diversity policies.
- 6.2 This policy will be reviewed at least bi-annually to ensure that it effectively meets the needs of the University and its staff.

### **Further information**

For information about visa costs can be found at [Tier 2 \(General\) visa](#).

For information on the immigration health surcharges see [the direct.gov website](#).

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