

Visa Fee Reimbursement & Visa Loan Policy

1. Introduction and Purpose

- 1.1 The Visa Fee Reimbursement and Visa Loan Policy establishes a clear framework for managing the costs associated with visa applications for employees applying for a Skilled Worker or Global Talent visa, along with supporting employees with the costs of applying for Indefinite Leave to Remain (ILR) for themselves and their dependant's (a dependant is someone who qualifies for a dependant visa under Home Office immigration regulations).
- 1.2 Navigating immigration processes can be complex, with financial barriers often creating challenges for individuals seeking visas for employment or settlement. This policy aims to promote transparency in visa-related expenses and provide structured financial support where necessary, ensuring accessibility, equity and fairness in the process.
- 1.3 The primary purpose of this policy is to outline the eligibility for visa fee reimbursements and the availability of visa loans to eligible applicants. It aims to:
 - a) offer financial support through a structured visa loan scheme for eligible applicants who may require assistance covering visa-related costs for their dependants;
 - b) ensure equitable access to visa opportunities while maintaining compliance with legal and financial regulations;
 - c) provide clarity and guidance to applicants and relevant authorities regarding the management of visa expenses and loans.

2. Scope and definitions

- 2.1. This policy applies to all prospective – (i.e. individuals who have received an offer of employment) and existing employees on permanent or fixed term contracts who are required to apply for, or extend a visa, to take up or remain in their post at the University. This applies specifically to those within the eligible immigration categories as defined in this policy. Prospective employees cannot submit a claim until their employment with the University commences.
- 2.2. We will not reimburse or provide a loan for costs that have been met by a previous employer, or for a visa that was already held by an individual when they took up post with The University.

This policy is not applicable to:

- Colleagues who are engaged on a casual or claims basis who are not employees
- Holders of honorary status (e.g. professor emeritus)
- Academic and Affiliate Visitors
- Temporary Work - Government Authorised Exchange visa holders
- Students
- Teaching Assistants / Graduate Teaching Assistants

3. Visa Application Fee Reimbursements

3.1. The University will reimburse the following visa application fees for an employee or prospective employee (once employment has commenced) for:

- 'standard' application costs for the Skilled Worker or Global Talent visa **and**
- NHS Immigration Health Surcharge (IHS) fees

3.2. The University does not reimburse the following costs:

- cost of **any** other type of visa
- costs for dependant(s) visa applications including their IHS fees
- costs for IHS fees that have already been reimbursed on a previous application, or have already been paid
- costs for Skilled Worker or IHS fees that exceed the length of the contract
- additional costs above the standard visa application cost for the premium or priority visa service
- switching from a Skilled Worker visa to a Global Talent visa before the Skilled Worker visa is due for renewal, unless there are circumstances which would make the individual ineligible at a later date e.g. approaching the final year of their contract
- switching to Skilled Worker or Global Talent from any other immigration category before the current visa is due for renewal unless there are exceptional circumstances
- any costs for an application that has not yet been submitted and paid for by the individual

3.3. Reimbursement of visa and Immigration Health Surcharge (IHS) fees is regarded as a taxable benefit by HMRC for many of those already residing in the UK and as such any reimbursement will be subject to UK tax/NI deductions. For new employees residing outside the UK, they are generally not subject to UK tax/NI deductions.

3.4. Applications for reimbursement must be submitted to Global Mobility within 3 months of an employee's start date or within 3 months of the visa start date, requests outside this timeframe will not be considered or eligible. Details and instructions of how to submit an application can be found at [Global Mobility | People Directorate | StaffNet | The University of Manchester](#)

3.5. Global Mobility will approve eligible reimbursements, and they are charged back to the relevant department. However, visa and IHS reimbursements should be paid for from grant funding wherever permitted, and we would encourage faculties to include this in grant proposals where allowed. Other visa types are not eligible to be reimbursed even if they have been included in grant proposals, and managers/PI's **must not** make a commitment that they will reimburse these fees outside of the University Policy.

4. Leavers: Visa Fee Reimbursement Paybacks

4.1. Employees who have been continuously employed by the University for two years or more will not be required to repay any visa application fee reimbursements they have received.

4.2. If an employee leaves the University within two years of receiving a visa fee reimbursement, the reimbursed amount will be reclaimed on a decreasing scale calculated at 1/24th of the total reimbursed amount for each month not worked within the two-year period.

4.3. If an employee is on a fixed term contract of less than two years and they leave before the projected

end date of their contract, they are then liable to repay a pro-rata portion of the visa fees reimbursed (based on the length of employment/contract for number of months not worked).

5. Visa Loans

5.1. The University offers an interest free loan of up to £10,000 as below:

- employees who currently hold a Skilled Worker or Global Talent visa to help cover the cost of their dependant(s) visa and IHS costs **or**
- employees who are applying for Indefinite Leave to Remain (ILR) to help cover the cost of the visa applications for themselves and their dependant(s)

5.2. Visa Loans are deducted monthly from an employee's salary and have repayment terms as outlined within the [Visa Loan Scheme Terms and Conditions](#).

5.3. In certain circumstances, legislative requirements from the Home Office or other government agencies may apply to the provision of loans for immigration purposes for individuals on a Skilled Worker visa. Full details, and guidance on specific requirements can be found in the [Visa Loan Scheme Terms and Conditions](#).

6. Leavers: Visa Loan Paybacks

6.1. If an employee leaves their employment with the University before fully repaying their visa loan, the outstanding balance will become immediately payable.

6.2. The remaining amount will be deducted from the employee's final monthly salary. If the final salary does not cover the outstanding balance, they will be required to pay the full outstanding balance before their last date of employment.

7. Monitoring Compliance

7.1. The University will take appropriate action where it appears that the policy is not being followed. This may include consideration of formal disciplinary procedures, in line with the relevant University disciplinary policy and procedures.

7.2. This policy (and relevant [Visa Loan Scheme Terms and Conditions](#)) will be reviewed where significant changes to Immigration Rules or HMRC Regulations are implemented or at least every two years to ensure that it is effectively meeting the needs of the University and its employees.

Version amendment history		
Version	Date	Reason for change
1.0	December 2015	Introduction of Policy
2.0	January 2019	Amendments to Policy
3.0	September 2025	Amendments to Policy and renamed

Document control box	
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Equality impact outcome:	Low: EQIA Pending Approval
Related Statutes, Ordinances, General Regulations:	• Expenses and benefits: loans provided to employees: What's exempt - GOV.UK • Skilled Worker visa: Overview - GOV.UK • Apply for the Global Talent visa : Overview - GOV.UK
Related policies / procedures / guidance etc.	• Recruitment & Selection Policy and Procedures • Visa Loan Scheme Terms and Conditions (The University of Manchester) • Relocation Policy • Visa Fee Reimbursement & Visa Loan Information
Policy owner:	Executive Director of People
Lead contact:	Head of Global Mobility