



University of
Nottingham

UK | CHINA | MALAYSIA

Support with Immigration Expenses



Loans for International Staff

The University of Nottingham has introduced an initiative to support International Staff (EU nationals and those from outside of the EU) and their immediate, accompanying family members with immigration related costs incurred during their employment at the University. This initiative is in the form of an interest free loan and is available to international staff across all job families.

Purpose of the loan

The intention of the loan is to support international staff and immediate accompanying family members with immigration related costs including;

Item Description	Examples of Cost**
Tier 1 Exceptional Talent Application (per person)*	Up to £585
Tier 2 Visa Application (new and extensions; per person)*	Up to £1,944
NHS Immigration Healthcare Surcharge (Per person, per year)*	£200
Indefinite Leave to Remain Application (also known as Permanent Residency) for holders of time limited visas*	Up to £2,887
British Citizenship Application	Up to £1,282
UK Residence for EU Citizens Application	£65

*Applicable to non-EU citizens only

** Values subject to change from those published above

For further information visit www.gov.uk/

How to apply for the loan

The loan can be applied for using the application form provided, setting out the relevant immigration related costs that will be incurred and therefore the total amount requested. The maximum loan value will be **£10,000**.

Applications should be signed by the member of staff and submitted to loans@nottingham.ac.uk
The Corporate Finance Team, Financial Control, King's Meadow Campus, Lenton Lane,
Nottingham NG7 2NR

How the loan will be paid

The loan will be paid in sterling into a UK bank account held in the name of the member of staff on the application form – this will be the same bank account into which the salary is paid.



Loan Repayment

The loan will be repaid as a salary deduction on a monthly basis in equal instalments and must be repaid within 3 years.

Should the employee leave the employment of the University of Nottingham, the remaining balance of the loan will become repayable immediately with an automatic deduction from the final salary. If the salary amount is insufficient to cover the remaining debt, an invoice will be raised and the balance will become immediately due.



Application Form

Ref:

Full Name _____

Address _____

Phone Ext _____ Phone Mobile _____

Payroll Number _____

Email address _____

I wish to apply for an interest free loan to support me (and where appropriate, my immediate, accompanying family members) with immigration related costs incurred during my employment at the University of Nottingham.

I wish to use the loan to assist with the payment of the following immigration related expenses (please specify):

<i>Item</i>	<i>Amount</i>
Total	

The loan will be paid in a single sum on receipt of the completed loan agreement



In applying for this interest free loan, I agree to the following terms and conditions:

(i) to repay the loan according to the timescales above through monthly salary deductions.

(ii) In the event that I leave the employment of the University of Nottingham prior to full repayment of the loan through the monthly deductions, the remaining balance of the loan will become repayable immediately with an automatic deduction from my final salary. If the salary amount is insufficient to cover the remaining debt, an invoice will be raised and the balance will become immediately due.

If the invoice is not paid, the University will seek settlement of the debt through all available channels including through debt collection specialists and the Courts and interest will be charged on a weekly basis at a rate of 3% above the bank of England base rate and will be automatically added to the outstanding debt.

On behalf of the member of staff

Print name_____

Signature_____

Date_____

Please return this application form to loans@nottingham.ac.uk, or The Corporate Finance Team, Financial Control, King's Meadow Campus, Lenton Lane, Nottingham NG7 2NR

Please attach any supporting documentation to this application to substantiate the amount of the loan

Confirmed by HR (Circle as necessary)

UK

EU

Rest of world