**Purpose of advance**

The College is able to provide an interest free loan facility to assist the following groups of staff:

* Current or prospective\* non EEA staff and their dependants with payment of UK visa fees and/or Immigration Health Surcharge (IHS) costs

*\*prospective staff must have been issued with an offer of employment or conditional offer*

* Current non EEA, EEA and Swiss national staff and their dependants with payment of UK residency application fees or Citizenship costs

The College’s preferred method of payment is by bank transfer once the member of staff has commenced employment, however, if a salary advance is needed at the point that the visa fees and/or IHS is paid, this can be arranged.

**Conditions of advance**

1. The current or prospective member of staff must be a non EEA national on a UK visa and/or liable for payment of the IHS or a current member of staff who is a non EEA, EEA or Swiss national applying for UK residency or Citizenship;
2. The individual must have received an offer of employment, conditional offer of employment or extension of employment from the College or in the case of UK residency or citizenship applications, be a current employee of the College.
3. The salary advance will be for no other costs than those mentioned in the Purpose of advance section above.
4. **Please note:** the IHS will be collected upfront and will correspond to the number of years of leave applied for. Where leave applied for is not for a whole number of years, the IHS fee will increase to reflect the number of additional months. The first additional month will not attract an extra fee, and any more than 6 additional months will attract a full year’s extra fee.
5. If applying for UK citizenship, the individual may apply for initial costs and then make a second application for ceremony fees if their application is successful.
6. For UK visa fees and IHS costs, the salary advance will be recovered throughout the duration of the contract or, where the contract is open ended, throughout the duration of the visa, or contract extension if the individual is already in post. For UK residency and citizenship applications, the salary advance will be recovered over a maximum of 24 months, unless agreed otherwise by HR, except where a contract is less than 24 months, when recovery will be over the duration of the contract;
7. If the member of staff leaves College employment before the loan is repaid the outstanding debt will be deducted from their final salary;
8. The department, division, school or institute will be required to underwrite the loan.
9. It should be noted that where the total of any College loans (including season ticket loans) exceeds £10,000, there will be tax implications for the individual.

**Procedure**

1. The individual should email their completed form, together with any other relevant information to their line manager or Departmental Operations Manager who will forward it to the Head of Department/Division/School/Institute.
2. Once approved, the Head of Department/Division/School/Institute should email the form to their HR Adviser/Manager to confirm that the request meets the conditions for the UK immigration application fees salary advance.
3. Once the HR Adviser/Manager has confirmed that the request meets these conditions they should email the completed request to the Payroll Office, who will forward a copy to Accounts Payable where applicable, so that payment can be made into the current or prospective member of staff’s bank account. The individual will be notified by email as soon as a payment has been sent to a bank account.

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| Surname/family name:      Full name (including surname/family name –as printed on passport):     Date of birth:       (DD/MM/YYYY)Email/ext:      *(We will use this to advise you when advance is available)* | Title (Dr/Mrs/Mr etc.)      CID:      Dept/Div/Sch/Inst:      Campus:       |

**Details of Salary Advance**

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| **I apply for a salary advance of:**  | **£** |
| This loan is for *(tick all that apply)* :[ ]  Immigration Health Surcharge [ ]  UK visa fee [ ]  UK residency application [ ]  UK Citizenship application [ ]  UK Citizenship ceremonyThe loan will cover *(tick all that apply)* *[ ]* My costs [ ]  My dependants’ costs\*\*Provide name and relationship of dependants included in the above: |
| Name: 1.        2.       3.       4.        | Relationship:                          |
| **To be completed by prospective employees only**This section is only applicable if you are non EEA and you have not yet commenced employment with College. Current staff should proceed to the repayment section below. *Tick either box A or B below:* |
| A [ ]  I am able to pay the UK visa fees and/or Immigration Health Surcharge costs up-front but require a salary advance when I commence employment. *This is the College’s preferred method of salary advancement* |
| B [ ]  I am unable to pay the UK visa fees and/or Immigration Health Surcharge costs up-front and so require a salary advance now.Please provide your bank details below if you selection option B above: |
| Name of Bank:      Address of Bank:                 | Name of account holder if not your account:     Swift code:      Account number:       Or IBAN number:       |
| **Repayment***Repayment of the advance will commence with the first salary payment after the advance has been made*.[ ]  I agree to recovery of this advance by equal instalments over the duration of my contract as set out in my contract or extension of employment letter. If my contract is open ended I understand that the debt will be recovered by my visa end date except in the case of a UK residency or citizenship application/ceremony, in which case I understand it will be recovered over 24 month, unless my contract is less than 24 months, when recovery will be over the duration of my contract;. |
| *Complete this section only if you wish to repay the advance over a shorter period than mentioned above or a different period has been agreed by HR. Tick box and* e*nter number of months, ensuring this ends before your contract or visa end date.*A: (**For non EEA staff visas and IHS charge only**) [ ]  I wish the debt to be recovered over a shorter period and request that you take it over       months **or** B: (**For non EEA/EEA staff residency or citizenship/ceremony only**) [ ]  I wish the debt to be recovered in less than 24 months and request you take it over       months **or**C: (**For non EEA/EEA staff residency or citizenship/ceremony only where HR have agreed a recovery period in excess of 24 months)**. [ ]  HR have agreed the debt will be recovered over       months. |
|  |  |
| In the event that I leave College before the salary advance has been fully recovered, I understand that the outstanding debt will be deducted from my final salary, or, if this is insufficient, I undertake to repay the balance immediately. |
| **Name:**  | **Date:**  |

**Department/Division/School/Institute**

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| I agree that any amount not recovered from the individual will be met from Departmental/Divisional/School/Institute funds. |
| **Name**: *Head of Department/Division/School/Institute* | **Date:**       |

**Human Resources**

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| I confirm that the above request meets the conditions for the UK immigration application fees salary advance and that, where the authorisation above is not from the Head of Department, the individual named is authorised to approve this advance.I also confirm that:1. the full name has been entered as printed on the passport and the date of birth completed
2. Unless the employee has requested a shorter period, the salary advance should be recovered by:

A (**For non EEA staff visas and IHS charge only**). Enter contract/visa end date:       **or** B (**For non EEA/EEA staff UK residency or citizenship/ceremony**) Enter contract/visa end date:       **or** equal instalments over 24 months [ ]  **or**C: (**For non EEA/EEA staff residency or citizenship/ceremony only where HR have agreed a recovery period in excess of 24 months)**. Enter number of months the salary advance is to be recovered over       months **or** month/year recovery to finish:     . |
| **Name**:  | **Date:**       |

**Pay Office**

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| Deduction: £ | Start:  | End:  |
| *Please recover debt as set out in HR box above* |
| Salary advance ref:  | Current Total of advance/loans outstanding:  |
| Form forwarded to Accounts Payable: [ ]  Yes [ ]  No as employee/receiving loan after commencement |
| **Name:** | **Date:** |