

Queen Mary University of London has a vibrant international community. Our International staff form a key part of the University. As the cost of immigrating to the UK increases, Queen Mary wishes to provide financial assistance to our international staff and their immediate dependants with visa applications not covered by the visa reimbursement scheme.

Purpose of the Scheme

The scheme offers an interest-free loan to support international employees with the financial impact of visa application costs that are not covered by the Visa Reimbursement Scheme. The loan is available to help spread the impact of costs associated with the NHS surcharge and visa application costs for immediate dependents for applications made since 1 May 2018.

For the purpose of the loan, “immediate dependents” refers to the following: husband, wife, civil partner, unmarried or same sex partner and your children aged 18 or under at time of application.

How much can be borrowed?

You must only request the amount you actually need and you will be required to provide evidence of the actual amount paid to UKVI and so you should retain a copy of your payment receipts.

You can borrow up to £10,000 or a lesser amount depending on a repayment affordability assessment (see below). The loan can be made without tax and NI consequences to the employee. It should be noted that where the total of any loans (including season ticket loans) exceeds £10,000, there will be tax implications for the individual.

How will I receive the money?

If you have not yet started employment with the University a lump sum will be paid into your specified bank account. If you are already in employment, the loan will be processed by Payroll and paid as a lump sum with your monthly salary.

How is the loan repaid?

The sum borrowed will be recovered through monthly deductions from your salary over a 12 month period, as specified by you. If you have a fixed term contract which ends prior to the duration selected, Payroll will adjust the repayments to the remaining duration of your contract.

Should your employment at the University come to an end before the loan has been fully repaid, any remaining balance will be recovered from your salary payments during your notice period.

If the final balance of your loan is greater than your salary in your notice period, you will be expected to repay the total outstanding balance before your contractual end date.

Other Conditions

The University’s visa reimbursement scheme is not contractual and the University reserves the right to amend or withdraw the scheme at any time.

RESPONSIBILITIES

Employee

On commencement of employment

- Provide satisfactory evidence of costs (receipts) from a successful visa application and complete the claim form with accurate information.
- Send completed claim form and supplementary evidence to the named contact in HR as detailed in the claim form. Claims must be submitted within six months of the commencement of employment.

Finance and Payroll

During employment

- Ensure that all claims have the appropriate supporting evidence and that tax and National Insurance is levied if required.

At the end of employment

- Arrange for repayment of visa costs through salary, when appropriate.

Human Resources

Prior to employment (Recruitment)

- Highlight the Visa Reimbursement Scheme to new Tier 2 staff members and include guideline documents and claim form when sending out new starter paperwork.

During employment

- Ensure that all claims have the appropriate supporting evidence before claim is signed off

At the end of employment (Transactions)

- Check leaver form to see if it has been highlighted that repayment of the visa costs are required and highlight this to finance and payroll if needed.