

VISA LOAN SCHEME APPLICATION FORM

Please complete, sign and return this form by post or in person to: Human Resources, Room 1.10 Whiteknights House, The University of Reading, RG6 6AH. **Please provide evidence of the amount paid through your visa application process.**

Personal Details			
Name:			
Job title:			
Department:			
Employee/payroll number:			
Loan Details	Employee	Dependent(s)	Total
Amount of loan required for Visa application:	£	£	£
Amount of loan required for NHS surcharge fees:	£	£	£
Total amount of loan requested:	£		
Preferred repayment period:	Equal instalments over 6 months of: £ _____ per month		
	Equal instalments over 12 months of: £ _____ per month		
	Equal instalments over 24 months of: £ _____ per month		
Do you currently have any other loans with the University? (If yes, provide details including your repayment sum per month):	Details of loan(s)		Monthly repayment
Dependent(s) details			
(Please complete this section if this loan will be used to pay visa fees or NHS surcharges for dependents)			
Dependent Name	Relationship		D.O.B. (if under 18)

Signed declaration

I accept the terms and conditions of the University of Reading Visa Loan Scheme:

1. I understand the loan is only to be used for the purposes of fees payable for applying for and obtaining British Citizenship; the Visa costs of my immediate dependent(s); Immigration Health Surcharges for myself and my dependents or applications for Leave to Remain in relation to my employment at the University under Global Talent or Skilled Worker of the points-based system or ILR.
2. Should my employment at the University of Reading come to an end before the loan has been fully repaid, I accept that any remaining balance will be recovered from my salary payments during my notice period including and up to my final salary payment.
3. If the final balance of my loan is greater than my salary payments in my notice period, I agree to repay the total outstanding balance of the loan before my contractual end date at the University of Reading.
4. I understand that the University of Reading will request to see the UKVI payment receipt to confirm the amount paid on behalf of myself or my dependent(s), and that this receipt should be retained for the duration of the loan agreement.
5. I confirm that the information I have provided in this application is accurate and that any information found to be false may result in disciplinary action.
6. I understand that if I am absent from work for an extended period of time for reasons including sickness absence, maternity leave, shared parental leave, there could be a temporary suspension in loan repayment as determined by the University. This could result in an extended repayment period.
7. This is an Interest Free Loan payment made by the University under the HMRC rules applicable on the date of application. These rules allow employers to provide support to their employees by way of such loans without the employee being charged to Income Tax and National Insurance on the benefit of the loan amount. HMRC changes its regulations from time to time and in such cases the University may be required to amend the terms of this loan to ensure the loan continues to comply with HMRC rules.
8. The University is not a registered lender and this loan can be recalled or adjusted in accordance with any relevant legislature changes made in the future.

Signature:

Date:

Loan authorisation

(This section to be completed by HR)

Authorising person:

Signed:

Date approved: