Owner: Karen Parker, Associate Director of Human Resources,

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**IMMIGRATION FEE ASSISTANCE SCHEME**

1. **SCOPE AND PURPOSE**

1.1 To support our staff the University is able to provide assistance with the payment of UK Visa & Immigration (UKVI) fees for yourself and/or your dependant(s) as listed below:

* Applications for Settlement (Indefinite Leave to Remain)
* Applications for UK Citizenship
* Applications for entry under Global Talent
* Applications for dependants under Tier 2/Skilled Worker/Global Talent
* The Immigration Health Surcharge under Tier 2/Skilled Worker/ Global Talent

Applications under other routes may be considered, please contact [BUVI@bournemouth.ac.uk](mailto:BUVI@bournemouth.ac.uk) and provide details of this for consideration.

Please note the cost of a Certificate of Sponsorship and visa application under the Skilled Worker Route is reimbursed for all new and current members of staff and is outside of this scheme. If you have any queries email BUVI@bournemouth.ac.uk.

1.2 For clarity, dependants are:

* Spouse, civil partner or partner:
* Children under the age of 18:
* Children over the age of 18 if they are already in the UK as a dependant.

1.3 The University is able to offer a salary advance facility to assist with payment of the above mentioned fees up to a maximum of £5,000 (subject to the conditions as set out in section 2 below).

1.4 This scheme is available to established and fixed term staff who fall into the category in 1.1 above. Application is made via the form in Appendix 1.

1.5 FAQs to assist staff and line managers in the use of the Scheme are available in Appendix 2.

1.6 The University may at its discretion remove this Scheme to new applicants at any time.

#### ****CONDITIONS OF FEE ASSISTANCE****

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* 1. You must be a non-UK national incurring costs as outlined under 1.1. above.
  2. You must be a new or current member of staff and require UK right to work, residency or Citizenship to start or continue in our employment.
  3. The salary advance will be for no other costs than the fees published by UKVI (*See* [*Home Office Immigration and Nationality fees: 6 April 2020*](https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-6-april-2020) *and* [*Family Visa Fees*](https://www.gov.uk/uk-family-visa)*).*
  4. For new members of staff the salary advance can only be requested and approved once employment with BU has commenced.
  5. If applying for UK Citizenship, you may apply for initial costs and then make a second application for ceremony fees if your application is successful.
  6. If you are a current member of staff you will need to provide documentary evidence of your proposed/draft UK residency, Citizenship, Dependant application(s) and/or Immigration Health Surcharge prior to receiving the advance. Further you will be required to visit Human Resources with your new original residency/citizenship/Skilled Worker documents upon receipt.

For current members of staff, fee assistance is only available prior to UK residency, Citizenship, Skilled Worker dependant(s) applications being submitted or the Immigration Health Surcharge being incurred and may not be used to reimburse any fees already/previously incurred.

* 1. If you are a new member of staff you will need to provide documentary evidence for example, a receipt of payment for your UK residency, Citizenship, Dependant application(s) or Immigration Health Surcharge once you have commenced employment with BU. You will be required to visit Human Resources with proof of your right to work prior to commencing employment.
  2. The maximum salary advance amount available is the lesser of: the total UKVI fees payable, 2/12ths of gross salary or £5,000.
  3. The salary advance will be recovered over a maximum of 12 months, unless exceptionally agreed by HR (*for example, during periods of reduced pay as a result statutory family-related leave*), except where your contract is less than 12 months, when recovery will be over the duration of your contract. Please note that under no circumstances is your remaining salary (taking in to consideration all other PAYE deductions) allowed to be lower than the National Minimum Wage.
  4. For audit purposes, you may be required to provide evidence of the actual amount paid to UKVI and so should retain a copy of your payment receipt(s).
  5. If you leave the employment of the University before the advance is repaid, the outstanding debt will be deducted from your final salary with any unpaid amount pursued by the University.

1. **PROCEDURE**
   1. You should email your completed Application for Immigration Fee Assistance Form (see below) together with any other relevant information to your Line Manager for approval.
   2. Once approved, the Line Manager should email the form and any other relevant information to HR at [BUVI@bournemouth.ac.uk](mailto:BUVI@bournemouth.ac.uk) to confirm that the request meets the conditions for the Immigration Fee Assistance Scheme.
   3. Once HR has confirmed that the request meets all the Scheme conditions, they should email the completed request to Payroll, so that payment can be made into the staff member’s bank account on the next available pay date (please note that the HR cut-off for processing applications is the 12th of each month).
2. **REIMBURSEMENT TO THE UNIVERSITY**

4.1 The University is entitled to recover any salary advance from all staff who, of their own volition (or as a consequence of dismissal under the Disciplinary Procedure), terminate their employment with the University within the 12 month Immigration Fee Assistance Scheme repayment period. Any outstanding monies will be deducted from the final salary.

4.2 Should an employee's contract be terminated due to death or redundancy no monies will be due from the employee to the University by way of reimbursement for Immigration Fee Assistance.

**APPLICATION FOR IMMIGRATION FEE ASSISTANCE APPENDIX 1**

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First Name:** |  |
| **Employee ID:** |  | **Faculty/Service:** |  |
| **Email address:** |  | **Internal tel number/ Contact number:** |  |

1. **Details of Fee(s) Assistance:**

|  |  |
| --- | --- |
| **Salary Advance applied for:**  *(See* [*Home Office Immigration and Nationality fees: 6 April 2020*](https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-6-april-2020) *and* [*Family Visa Fees*](https://www.gov.uk/uk-family-visa)*).* | £ |

NB, the maximum Salary Advance amount is the lesser of the total UKVI fees, 2/12ths of your gross salary, or £5,000.

**The Salary Advance is for:**

|  |  |  |
| --- | --- | --- |
|  | **My costs only** (please put a number 1 beside the relevant visa) | **My dependants\*** (please state how many, e.g. 2) |
| **Dependant Application(s) under Skilled Worker/ Tier 2/ Global Talent** |  |  |
| **Settlement (Indefinite Leave to Remain)** |  |  |
| **UK Citizenship** |  |  |
| **Global Talent** |  |  |
| **Immigration Health Surcharge** |  |  |
| **Other (please specify)** |  |  |

\* Please provide the name and relationship of all dependents below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Dependant Name 1:** |  | **Relationship 1:** |  |
| **Dependant Name 2:** |  | **Relationship 2:** |  |
| **Dependant Name 3:** |  | **Relationship 3:** |  |

**Evidence of the details of your visa application must be provided with this form.**

1. **Declaration:**

I understand that repayment of the approved salary advance will commence from the first salary payment after the advance is paid.

I agree to pay equal instalments over the next [12] months until the salary advance is repaid.

In the event that I leave Bournemouth University prior to the full repayment of this salary advance, I undertake to repay the salary advance in full before my last day of service. Otherwise, I authorise for any outstanding amount to be deducted from my final salary.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |

1. **Line Manager Approval:**

I confirm that the above named employee meets the conditions for the Immigration Fee Assistance Scheme and is not under notice of termination of employment.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Full Name (Capitals)** |  | | |

**Please email the completed form along with the appropriate supporting documentation to BUVI@bournemouth.ac.uk**

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**To be completed by Human Resources within 10 working days of receipt:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Approved:** | **Yes/No** | **If No, reason(s):** |  |
| **Total Amount Approved (<£5,000):** | **£** | **Any conditions:** |  |
| **Signed:** |  | **Date:** |  |
| **Full Name (Capitals)** |  | | |
| **To be completed by Payroll :** | |  |  |
| **NMW checked via Payroll (Tick):** |  | **Total Amount to be advanced £:** |  |
| **Repayment Period in Months (<12 months)** |  | **Monthly deduction:** | **£** |
| **Monthly Deduction Start (Month):** |  | **Monthly Deduction End (Month):** |  |
| **Signed:** |  | **Date:** |  |
| **Full Name (Capitals)** |  | | |

**FREQUENTLY ASKED QUESTIONS APPENDIX 2**

**Am I eligible to apply?**

If you are a new or current established or fixed term contract member of staff who requires financial assistance via a salary advance to apply for you and/or your dependent(s) for the following:

* Applications for Settlement (Indefinite Leave to Remain)
* Applications for UK Citizenship
* Applications for entry under Global Talent
* Applications for dependants under Tier 2/Skilled Worker/Global Talent
* The Immigration Health Surcharge under Tier 2/Skilled Worker/ Global Talent

Applications under other routes may be considered, please contact [BUVI@bournemouth.ac.uk](mailto:BUVI@bournemouth.ac.uk) and provide details of this for consideration.

You are not eligible if you are under notice of termination of employment, for example, expiry of a fixed term contract, redundancy, etc.

For new members of staff fee assistance is only available for costs outlined under 1.1 once you have commenced employment with BU. For current members of staff fee assistance is only available prior to UK residency, Citizenship, Global Talent, Dependant(s) applications being submitted or the Immigration Health Surcharge being incurred and may not be used to reimburse any fees already/previously incurred.

**How much can I apply for?**

You can apply for the lesser amount of:

-the total UKVI fees; or

-2/12th of your gross annual salary; or

-£5,000.

You should note that the total amount advanced, may be capped if the monthly repayment takes you below the National Minimum Wage.

**Is this a loan facility – will I need a credit check?**

This is not a loan facility – BU is not able to enter into loan agreements with staff. There is no credit check made. This is a salary advance scheme, where the amount borrowed is repaid in equal instalments over the following 12 months.

**What fees will be covered?**

The salary advance will cover no other costs than the fees published by UKVI (*See -*[*Home Office Immigration and Nationality fees: 6 April 2020*](https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-6-april-2020) *and* [*Family Visa fees*](https://www.gov.uk/uk-family-visa)*).*

**How do I apply?**

You should email your completed Application for Immigration Fee Assistance Form together with any other relevant information to your Line Manager for approval.

**How long will applications take?**

Once approved by your Line Manager, applications will be reviewed within 10 working days. Thereafter the approved application form will be sent to Payroll, so that payment can be made into the staff member’s bank account on the next available pay date (please note that the HR cut-off for processing applications is the 12th of each month).

**Can I repay the salary advance over a shorter timescale?**

It is possible to repay the salary advance over a period of less than 12 months subject to maintaining a basic salary in excess of the National Minimum Wage.

**Can I repay the salary advance over a longer timescale?**

It is not possible to repay the salary advance over a period of more than 12 months.

**I have resigned but still have salary advance repayments to make.**

You will be required to repay the remaining salary advance in full before your last day of service. Otherwise, any outstanding amount will be deducted from your final salary.