



UNIVERSITY OF  
LINCOLN

## | Visa Loan Scheme Policy



UNIVERSITY OF  
LINCOLN

DEPARTMENT OF PEOPLE,  
PERFORMANCE AND CULTURE

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## 1. CONTEXT

The University of Lincoln is committed to supporting international colleagues coming to work at the University and recognises the financial difficulty individuals may face in funding the cost of the necessary UK visa applications, Immigration Health Surcharges (IHS) and other associated costs.

The University has a number of policies and processes to support colleagues upon their commencement of employment at the University:

- Immigration Reimbursement Scheme
- Relocation (where eligible)
- Visa Loan Scheme (for family visas, IHS and renewals)

The University's 'Reimbursement Scheme' repays colleagues for certain costs associated with their own visa application.

The Relocation Policy supports colleagues with the costs of relocating to the University of Lincoln, for example temporary accommodation, travel expenses and associated costs).

The Visa Loan Scheme provides an interest-free loan to assist employees with the cost of family visa applications, the IHS costs and visa renewals.

## 2. VISA LOAN SCHEME CONDITIONS

The University's Visa Loan Scheme provides an interest-free loan to assist colleagues with the cost of immigration fees not included in the 'Visa Reimbursement Scheme' including family visa applications.

**2.1** The interest-free loan must be used solely towards the cost of a UK visa application or residence and / or healthcare charges.

**2.2** The applicant must be a current employee of the University of Lincoln, on either a permanent or a fixed-term contract with an end date at 12 months after the date of the first loan repayment.

**2.3** The applicant must require a UK visa to continue in employment or is required to apply for UK residency for themselves and / or their dependent(s). A dependent is a 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 dependent.

**2.4** The Visa Loan Scheme is not intended to fund the cost of relocation which may be supported under the University's Relocation Policy.

**2.5** The Visa Loan scheme can be used to apply for Indefinite Leave to Remain (ILR), a Citizenship or a Naturalisation application.

### 3. VISA LOAN SCHEME ADMINISTRATION

**3.1** To apply, the applicant must complete the Visa Loan Scheme application form and submit it to the University's Head of Payroll Services with confirmation of the visa application fee and / or IHS from UK Visas and Immigration.

<https://www.gov.uk/government/organisations/uk-visas-and-immigration>  
<https://www.gov.uk/healthcare-immigration-application>

**3.2** Evidence of the payment must be provided. If this is not available at application, it must be provided as soon as possible / within 2 months of submission.

**3.3** The maximum loan amount available is up to £7,500. The minimum loan amount is £500.

**3.4** The applicant's line manager must endorse the application form and inform the University's Head of Payroll Services of any potential changes which may invalidate the application.

**3.5** Each application will be reviewed against the qualifying criteria and will be approved by the University's Head of Payroll Services before being processed for payment.

**3.6** Payment of the loan amount will be by BACs transfer, into the applicant's usual salary bank account on the next available payroll run. In exceptional circumstances a payment may be made upon commencement of employment via BACS transfer.

**3.7** Repayment of loans provided up to the value of £3,000 will be via the University's payroll and deducted from the employee's pay in 12 monthly instalments.

**3.8** Where an individual takes up the higher value of £7,500, the repayment will be via the University's payroll and deducted from the employee's pay in 24 monthly instalments. Deductions will commence at the end of the first month after the loan is received.

**3.9** In submitting a loan application, the applicant agrees, should their employment be terminated, to the University recovering the outstanding loan balance from their notice period and final pay. Where the employee's final pay is insufficient to fully repay the loan in full, then the remaining balance will be due immediately via direct payment to the University.

**3.10** In the event the loan amount is more than the amount required to cover the cost of the visa, residency and / or healthcare surcharge, then the loan arrangement will continue based upon the initial agreed loan.

**3.11** An applicant who is expecting to have periods of unpaid leave of greater than one month will be required to inform the University's Head of Payroll Services and make alternative arrangements to repay the balance of the loan.

**3.12** Should the applicant fail at any time to comply with any of the above conditions, the University is entitled to terminate the loan agreement and seek immediate re- payment of the outstanding balance of the loan.

**3.13** Applications may be submitted at any point in the calendar year.

**3.14** An applicant in receipt of a visa loan must have fully repaid the loan before a new application may be submitted.

**3.15** The visa loan scheme will be reviewed annually by the University's Head of Payroll Services and strictly audited to ensure it is properly utilised.

## 4. TAX TREATMENT

**4.1** In accordance with current taxation law, the loan is non-taxable and free of interest or administrative charges as it falls beneath the HMRC agreed limit threshold.

## 5. INTERACTION WITH OTHER UNIVERSITY POLICIES

**5.1** The University of Lincoln offers other financial support through the Immigration Reimbursement scheme and the Relocation Policy, both subject to eligibility.

**5.2** Where colleagues wish not to use the Visa Loan scheme, they may use their relocation allowance to pay for associated visa costs, excluding IHS, noting this would reduce their overall relocation allowance.

## 6. FREQUENTLY ASKED QUESTIONS

**Q. I have family costs to pay for, what support is available?**

**A.** The visa loan scheme will support any family and Immigration Health Surcharge fees up to £7500 as a tax free loan.

**Q. Can I use my relocation to pay for my Immigration Health Surcharge?**

**A.** Yes you can, but this will reduce the overall relocation total available to you. The Visa Loan scheme is in place to provide financial support upfront and allows the flexibility to repay back over 12 / 24 months. This is then separate to your relocation allowance supporting you with relocating to Lincoln.

**Q. How can I apply for the different schemes?**

**A.** The Visa Support scheme has been set up as a reimbursement scheme. Please submit your Visa Support claim with supporting evidence on MyView. This will be reimbursed to you in your first payment from Payroll.

Relocation allowance is also claimed through MyView with supporting evidence and itemised receipts.

The Visa Loan scheme for family and IHS fees needs to be applied for using the Visa Loan application form.

**Q. I need an advance on my Visa Loan – is this possible?**

**A.** Yes, upon receipt of your signed Visa Loan application, submitted to the Payroll Services team who will generate an advance payment. Please then submit your evidence to support the loan.

**Q. I'm due to leave the University. Do I need to pay anything back?**

**A.** If you have taken up a Visa Loan and not fully repaid it, this will need to be repaid before your final leave date. Payroll Services will contact you regarding any outstanding amounts that may be due.

## 7. VISA LOAN SCHEME APPLICATION FORM

This application form is available for any Visa renewals. Please [click here](#) to download the form. Please complete and submit to [Payrollservices@lincoln.ac.uk](mailto:Payrollservices@lincoln.ac.uk) with evidence of the relevant application fee(s) and all payments made to UK Visa & Immigrations

Owner	Last Reviewed	Next Reviewed
Payroll Service	April 2023	January 2024
Payroll Service	January 2023	January 2025