

## **Interest-free loan to assist with UK visa fees or residency and/or healthcare surcharge costs**

Lancaster University is very keen to support staff with the cost of UK visa or residency and/or healthcare surcharge costs. We are able to offer reimbursement of visa fees for staff, alongside an interest free loan to assist with other immigration-related costs.

### **Details of the loan**

The loan will be available to current Lancaster University staff and, up to a limit as outlined below, can be used for visa costs for dependents, immigration health surcharge, costs of becoming a British Citizen or using a premium visa service.

For clarity, dependents 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 dependent

New starters relocating to Lancaster may have access to a relocation fund, so the interest-free loan scheme can be used (if required) for any additional visa-related costs.

All loans, once approved, will be paid by BACS transfer.

### **Terms and conditions of the interest-free loan**

- You must be a current member of Lancaster University staff
- You must have a contract offer of a minimum of 12 months to enable repayment of the loan
- The interest-free loan must be used solely towards immigration-related costs. Evidence will need to be provided to clearly outline the visa costs, or receipts if already paid for
- In the event that the loan amount is more than the amount required to cover your visa or residency and/or healthcare surcharge costs, the excess amount will be deducted from your next salary payment
- The maximum loan amount available is the lesser of 1/8<sup>th</sup> of gross salary or £10,000
- The loan will be recovered in equal amounts over a 24 month period, commencing from the next available payroll run.
- If you leave Lancaster University employment before fully repaying the loan, the outstanding amount becomes immediately repayable and any unpaid amount pursued by the University

**Procedure for applying for an interest-free loan**

A request form should be fully completed and sent to the Payroll Department. Further details and instructions will be provided upon commencement of employment.