

## Visa Reimbursement and Loans

If you are a new or current international member of staff who needs a Skilled Worker (previously Tier 2) or Global Talent (previously Tier 1) visa, or you are applying for Indefinite Leave to Remain (ILR) in the UK and work at Lancaster University, we can help by reimbursing the cost of your application.

The scheme covers the cost of the following for applications made on or after 1 January 2019:

- Skilled Worker (previously Tier 2) and Global Talent Route (previously Tier 1 - Exceptional Talent/Exceptional Promise) – at point of recruitment and any renewals
- Indefinite leave to remain (including costs relating to English language, Life in the UK test, NARIC costs and biometric costs)

Each of the above covers the costs for the **applicant/employee only**.

If you need financial help with other costs relating to immigration, such as immigration advice, dependent visas/settlement (including citizenship), the NHS surcharge, or the cost of using premium/priority visa services, we might be able to help with an interest free loan.

### How to claim reimbursement

For new starters, a claim can only be made once an individual has started at the University. To make a claim, you will be required to fully complete an application form and send it, with proof of payment, to our Payroll Department. Costs will be reimbursed in the next available pay run assuming all correct information has been provided prior to the relevant payroll processing deadline. Confirmation of payroll deadlines will be provided upon commencement of employment.

### Will I have to pay tax and national insurance on the reimbursement?

Reimbursement of visa/settlement fees is classed as earnings and therefore may be subject to tax, but it depends on your personal circumstances and also where you make the visa application. Generally speaking, if you're applying for an initial visa from your home country, then you won't have to pay tax or NICs when you apply for reimbursement after you start work.

If you're applying to extend your existing visa or switch to another immigration category, or if you're applying under the EU Settlement Scheme, these applications will be made in the UK and so you will have to pay tax and NICs unless you're exempt.

These are Her Majesty's Revenue and Customs (HMRC) rules and the University must abide by them.

*The University's Immigration Reimbursement Scheme is not contractual and the University reserves the right to amend or withdraw the Scheme.*