## Loan Value

You may apply for a loan to cover all or part of the fees you have paid, or are due to pay to UK Visa and Immigration.

You will be asked to specify how much you are requesting to borrow, including a breakdown of the amount to pay (in full or in part) visa fees and NHS surcharges (including for your immediate dependents, if applicable).

Please note that you must only request the amount you actually need for the payment of visa and NHS fees and the money should only be used for that purpose.

For audit purposes, you will be required to provide evidence of the actual amount paid to UKVI and should retain a copy of your UKVI payment receipt.

## Termination of employment

In the event that you leave the University’s employment, for whatever reason, before the end of the agreed loan term, you will be required to replay the balance in full. The University reserves the right to recover the balance from your final salary payment and will seek to recoup any outstanding loan amounts from you.

## Affordability assessment

You should choose a repayment schedule that ensures that the monthly repayment amount does not exceed 20% of your monthly take home salary. Should the payment exceed 20% of your monthly salary or you have any concerns you should seek advice from HR before proceeding with a claim.

Use the ready reckoner here to work out your monthly repayment options.

Please complete in BLOCK letters and submit, together with your receipts to Paul Byrne. It is your responsibility to ensure secure transmission of relevant receipts to HR.

| Personal Details (complete all sections) |
| --- |
| Title |       |
| First Name(s) |       |
| Surname |       |
| Employee Number |       |
| Email Address |       |

| QMUL School/Institute & Centre/Department |
| --- |
| Job Title:  |       |
| Department / School |       |
| Employment Start Date |       |

| Bank Details |
| --- |
| Bank Name |       |
| Bank Address |       |
| Sort Code |       |
| Account Number |       |
|  |  |

| Loan Details | **Employee** | **Dependant(s)** | **Total** |
| --- | --- | --- | --- |
| Amount of loan required for Visa application: | £      | £      | £      |
| Amount of loan required for NHS surcharge fees: | £      | £      | £      |
| Total amount of loan requested: | £      |
| 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 |
| £      | £      |

| Signed Declaration |
| --- |
| I accept the terms and conditions of the Queen Mary University of London Staff 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) to secure their visas; Immigration Health Surcharges for my dependents or application for Indefinite Leave to Remain in relation to my employment at the University under Tier 1 or Tier 2 of the points based system.
2. Should my employment at the Queen Mary University of London 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 Queen Mary University of London.
4. I understand that the Queen Mary University of London 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.

I have read and agree to the above conditions of the loan and to the recovery from my net monthly salary by 12 equal instalments. If I leave my employment with QMUL before the loan is repaid in full, I agree that the whole of the balance may be recovered, where possible, from my final salary payment; and that I will pay any further balance prior to my departure.I certify that the advance will only be used to purchase the aforementioned visa related costs and I will supply a copy of the receipt to the payroll office within 5 days of purchase.\*\*Failure to supply a copy of receipt or ticket will result in the loan being deducted in full from your next salary payment. |
| Signature  |  |
| Date |       |
| Please complete in BLOCK letters and submit, along with your relevant receipts, to HR for authorisation  |

| HR Office UseCertified for payment by authorised signature  |
| --- |
| Name |       |
| Signature  |       |
| Date |       |

|  Finance Approved |  |
| --- | --- |
| Name |       |
| Signature  |       |
| Date |       |