

Interest free loan scheme for costs associated with the right to work in the UK

Application form

If you want to apply for an interest free loan, please ensure you have read the interest free loan scheme guidance before completing the form. Once completed, the form should be returned to Rachel Coggins at hr-international-adviser-staff@bristol.ac.uk

About you			
Resource ID			
Title			
First name			
Surname			
Contract type and length¹	<ul style="list-style-type: none"> - Open ended - Open ended (fixed funded) - Fixed term 	If fixed term or open ended (fixed funded), please give remaining length of contract:	
Which fees do you require the loan for?			
	You	Your dependant(s)	Total
Tier 1 visa application/renewal	N/A ¹	£	£
Tier 2 visa application/renewal	N/A ¹	£	£
Spouse/Family Member visa	N/A	£	£
Immigration Health Surcharge fee	£	£	£
UK NARIC services	£	£	£
Indefinite Leave to Remain application	N/A ¹	£	£
British Citizenship application	N/A ¹	£	£
Other (please specify)	£	£	£

UK legal fees	£
TOTAL AMOUNT REQUESTED	£

¹ These costs should be covered under the Immigration Reimbursement Scheme.

Your dependant(s)			
If you're using some of this loan to pay costs for your dependant(s), please let us have their details (continue on a separate page if you need to)	Dependant name	How are they related to you?	Date of birth if under 18

Existing financial arrangements with the University	
If you currently have other loans from the University of Bristol (cycle to work scheme etc.)	
What date did you receive the money?	
How much was it?	£
What was it for?	

Declaration
<p>I confirm that:</p> <ol style="list-style-type: none"> 1. I accept and will comply with the University of Bristol interest free loan scheme terms and conditions as set out above. 2. I meet the eligibility requirements set out in the interest free loan scheme guidance documentation. 3. I will only use the loan money to help with payment of UKVI visa fees, immigration health surcharges (NHS), UK legal fees for advice on immigration and/or the cost of using the UK

NARIC service for me and my dependants in relation to my employment at the University of Bristol.

4. I accept that the loan will be repayable by deductions from my monthly salary by equal instalments, up to a maximum period of twelve (12) months or the length of my contract term, whichever is the shorter.
5. I am aware and agree that, if my employment ends before I have fully repaid the loan, the University may recover any outstanding sum from any remaining salary payments. If the amount I still owe is more than my final salary payment, I agree to repay the additional amount before my last day of employment. If I do not work a notice period, I agree to repay the additional amount within 30 days of my last day of employment;
6. If my pay reduces (for example if I reduce my hours), I agree that the University can continue to deduct loan repayments from my salary in the knowledge that, in exceptional circumstances, I might receive no pay.
7. (For fixed term/fixed funded members of staff) before completing this application, I have reviewed my financial situation and am satisfied that I will be able to repay the loan before my current contract/funding ends.
8. The information I have given is true and accurate.
9. I understand that, for record keeping and audit purposes I must send receipts that evidence the costs for which the loan was made electronically to hr-international-adviser-staff@bristol.ac.uk. If I fail to provide such receipts the University may terminate this agreement.

Signed			
Print full name		Date	

FOR HR USE ONLY

Payment authorisation (HR International Adviser)			
Signed			
Print full name		Date	

FOR COMPLETION BY HR International Adviser (following confirmation of detail from Payroll)	
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In which month should the loan be paid?	
In which month should repayments start? (salary payment following the month after the loan received)	
What's the repayment term? (normally 12 months)	