# 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 (which contains the terms and conditions applicable to the scheme) before completing the form. A summary of the key information is set out in the table below.

Once completed, the form should be returned to [mailto:staff-](mailto:staff-immigration-team@bristol.ac.uk)[immigration-team@bristol.ac.uk](mailto:immigration-team@bristol.ac.uk)

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| **Key information** | |
| **Eligibility** | You are eligible if you or your dependant(s) are applying for UK Visa and Immigration (UKVI) visa fees and:   * you have a contract of employment as main salaried staff with the University of Bristol that is expected to last at least 12 months at the time of application.    + - if you are on a sponsored Skilled Worker visa and your loan repayments will not impact the salary threshold requirement in accordance with [Appendix Skilled Worker](https://www.gov.uk/guidance/immigration-rules/immigration-rules-appendix-skilled-worker) guidance. The Staff Immigration Team will assist in determining this detail. * you have, or are applying for, one of the UKVI visa types of leave to remain in the UK for yourself or your dependants. |
| **Purpose** | You can use the loan to help with your dependant’s costs for:   * + UK Visa and Immigration (UKVI) visa fees;   + Citizenship applications for your dependants;   + Immigration Health Surcharge;   + UK legal fees for advice on immigration; and   + Ecctis service fees.   You can also use the loan for your own visa related costs providing you are able to provide the necessary receipts. |
| **Amount** | You can apply for any amount up to £10,000 to cover all or part of the fees you have paid or are due to pay. |
| **Interest rate** | 0% |
| **Other fees and charges** | None |
| **Receipt of loan** | The loan will be processed with your monthly pay, so you will receive this as a lump sum with your salary payment. The month you receive this will depend on when you apply in line with payroll deadlines. |
| **Repayment** | The loan will be repaid via deduction from your monthly salary in equal instalments up to a maximum of 36 months, or the length of your employment contract term, whichever is the shorter.  If you would like a shorter repayment term this can be arranged when you request the loan by completing the relevant section in the application form.  If you have a fixed term or open-ended (fixed funded) contract, you will be required to repay the loan before the end of your contract. |
| **Receipts** | Please ensure you send all receipts in relation the loan as these are required for audit purposes. |

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| **About you** | | | | | | |
| **Resource ID** |  | | | | | |
| **Visa Type** |  | | | | | |
| **Title** |  | | | | | |
| **First name** |  | | | | | |
| **Surname** |  | | | | | |
| **Contract type and length1** | * 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** |
| **Global Talent Visa application/renewal** | | £ | | £ | | £ |
| **Skilled Worker visa application/renewal** | | £ | | £ | | £ |
| **Spouse/Family Member visa** | | N/A | | £ | | £ |
| **Immigration Health Surcharge fee** | | £ | | £ | | £ |
| **Ecctis services** | | £ | | £ | | £ |
| **Indefinite Leave to Remain application** | | £ | | £ | | £ |
| **British Citizenship application** | | £ | | £ | | £ |
| **Other (please specify)** | | £ | | £ | | £ |
| **UK legal fees** | | £ | | | | |
| **TOTAL AMOUNT REQUESTED** | | **£** | | | | |

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| **Your dependant(s)** | | | |
|  | **Dependant name** | **How are they related to you?** | **Date of birth if under 18** |
| **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)** |
|  |  |  |  |

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| **Length of Loan** | |
| **What term are you requesting repayment of the loan?** If you have a fixed term or open-ended (fixed funded) contract you will be required to repay the loan before the end of your contract so please consider this. If your employment with the University ends before your loan is repaid you will be required to repay the outstanding balance before your contract ends. | |
| **36 months** | **Other (please state no. of months)** |

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| **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?** |  |

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| **Declaration** | | | | |
| I confirm that:   1. I accept and will comply with the University of Bristol interest free loan scheme terms and conditions as set out above and, in the interest, free loan scheme guidance provided to me. 2. I meet the eligibility requirements set out in the interest free loan scheme guidance documentation. | | | | |
| 1. 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, Ecctis services for me and my dependants in relation to my employment at the University of Bristol. 2. I accept that the loan will be repayable by deductions from my monthly salary by equal instalments, up to a maximum period of thirty-six (36) months, a shorter length if I have requested, or the length of my contract term, whichever is the shorter. 3. There may be tax implications for a figure above £10,000 (which would include any advance on salary received). 4. 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; 5. 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. 6. 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. 7. The information I have given is true and accurate. 8. 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 [mailto:staff-immigration-](mailto:staff-immigration-team@bristol.ac.uk) [team@bristol.ac.uk](mailto:staff-immigration-team@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

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| **Payment authorisation (Staff Immigration Team)** | | | |
| **Signed** |  | | |
| **Print full name** |  | **Date** |  |

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| **FOR COMPLETION BY STAFF**  **IMMIGRATION TEAM (following confirmation of detail from Payroll)** |  |
| In which month should the loan be paid? |  |
| In which month should repayments start? (salary payment following the month after the loan received) |  |
| What is the repayment term? | ………months |