

International Staff – Salary Advance for UK Immigration Application Form

Please complete, sign and return this form in person to: The University of York, Human Resources, Compliance Team, Heslington, York, YO10 5DD. Please provide evidence of the actual amount paid through your visa application process.

Name of Bank:	Sort Code:
Account Code/No:	Building Society Roll No. (If applicable)

Personal Details			
Name:			
Job title:			
Department:			
Contract of employment duration:			
Salary Advance Details	Employee	Dependant(s)	Total
Amount required for Visa/UK Residency/Citizenship application:	£	£	£
Amount required for NHS surcharge fees:	£	£	£
Total amount of salary advance requested: (Capped at £10,000)	£		
Repayment period: Select 6, 12, 18 or 24 months:	Equal instalments over 6 months of: £_____ per month		
	Equal instalments over 12 months of: £_____ per month		
	Equal instalments over 18 months of: £_____ per month		
	Equal instalments over 24 months of: £_____ per month		
Existing employees only: do you currently have any other loans with the University? (If yes, provide details including your repayment sum per month):	Details	Monthly repayment	
Family details			
(Please complete this section if this loan will be used to pay Visa/UK Residency/Citizenship fees and/or NHS surcharges for your immediate family.)			
Family member Name	Relationship to you	D.O.B. (if under 18)	

Signed declaration

I accept the terms and conditions of the University of York International Staff Salary Advance Application:

1. I understand the salary advance is only to be used for the purposes of fees payable for applying and obtaining a UK Visa for myself and immediate dependant(s) and Immigration Health Surcharges; application for British Citizenship; UK Residency or Indefinite Leave to Remain.
2. Should my employment at the University of York come to an end before the salary advance 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 salary advance is greater than my salary payments in my notice period, I agree to repay the total outstanding balance of the salary advance before my contractual end date at the University of York.
4. I understand that the University of York will request to see the UKVI payment receipt to confirm the amount paid on behalf of myself or my dependant(s), and that this receipt should be retained for the duration of the salary advance agreement.
5. I confirm that the information I have provided in this application is accurate and that any information found to be knowingly 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 salary advance repayment as determined by the University. This could result in an extended repayment period.
7. This is an Interest Free advance 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 advances without the employee being charged to Income Tax and National Insurance on the benefit of the advance amount. HMRC changes its regulations from time to time and in such cases the University may be required to amend the terms of this advance to ensure the advance continues to comply with HMRC rules.

The University is not a registered lender and this salary advance can be recalled or adjusted in accordance with any relevant legislature changes made in the future.

Signature:

Date:

Salary Advance authorisation (This section to be completed by HR Compliance)

Signed:

Date approved: