

**Visa Fees Loan Scheme Application Form**

The Scheme is open to all non-UK nationals who have accepted a written offer of employment from, or who have an existing contract of employment with, Liverpool Hope University, who are making an application for a **VISA,** subject to their eligibility within the Immigration Rules.[[1]](#footnote-1) The loan applies to prospective employees who are offered, accepted and commenced appointments of at least one year; and or existing employees who are extending/renewing their visa, providing the accumulated length of their remaining contract(s) is at least one year.

**Personal Details**

|  |  |
| --- | --- |
| **Title** |  |
| **Surname** |  |
| **Forename(s)** |  |
| **Home address (This must be the same as the address held on file by your bank)** |  |
| **Email address** |  |
| **Contact phone number** |  |
| **Job title**  |  |
| **Department / School** |  |
| **Employee number (if known)** |  |
| **Contract Type** | [ ]  Permanent[ ]  Fixed Term  |
| **If Fixed Term state end date** | Click or tap to enter a date. |
| **Employee Status** | [ ]  A new employee, making a visa application from abroad[ ]  A new employee, making a visa application from inside the UK[ ]  A current employee, making a visa application inside the UK |
| **Please tick “yes” or “no” for each of the following questions:** |
| **Have you previously been declared bankrupt?** | [ ]  Yes[ ]  No  | Details: |
| **Do you currently hold any other loans from Liverpool Hope University, or have a loan application pending?** | [ ]  Yes[ ]  No | Details: |
| **Have you previously been issued a loan under this Scheme, and your visa application was refused?** | [ ]  Yes[ ]  No | Details: |
| * **The following questions are only applicable for current employees, if you are a new employee please skip this section:**
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| **Have you served notice terminating your employment or received notice from the School / Department terminating your employment?** | [ ]  Yes[ ]  No | Details: |
| **Are you subject to disciplinary proceedings?** | [ ]  Yes[ ]  No | Details: |
| **Are you subject to an active final written warning?** | [ ]  Yes[ ]  No | Details: |

**Who is the loan for?**

[ ]  Applicant only

[ ]  Applicant and dependant(s)

[ ]  Dependant(s) only

**VISA Route**

|  |  |
| --- | --- |
| **Please outline the VISA route you are claiming for yourself (if applicable)** |  |
| **Please outline the VISA route you are claiming for your dependants (if applicable)** |  |
| **VISA Start and End.** **If you do not have exact date please state how many years you are applying for.** |  |

**Dependant(s) details (if applicable)**

|  |  |
| --- | --- |
| **Name(s) of dependants** | **Relationship (i.e. spouse/partner/child)** |
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**Loan amount**

Before completing the following section, please refer to the Home Office table of visa fees here: <https://www.gov.uk/government/publications/visa-regulations-revised-table/home-office-immigration-and-nationality-fees-1-july-2021>, the guidance, and the cost calculator attached.

* The maximum loan value that can be applied for under the visa loan scheme is £10,000.
* Loans totalling £3,000 or less must be repaid over a 12-month period. Loans totalling more than £3,000 must be repaid over 2-3 years **depending on the contract**. Please be aware the loan term cannot exceed the lesser of 3 years, your contract and/or VISA period.

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| --- | --- | --- | --- |
| **Loan Details** | **Employee** | **Dependent(s)** | **Total** |
| **Amount of loan required for Visa application:** | £ | £ | £ |
| **Amount of loan required for NHS surcharge fees:** | £ | £ | £ |
| **Total amount of loan requested:** | £ |
|  **Preferred repayment period:** | [ ]  Equal instalments over 6 months per month |
| [ ]  Equal instalments over 12 months per month |
| [ ]  Equal instalments over 24 months per month |
| [ ]  Equal instalments over 36 months per month |
| [ ]  Other please stateEqual instalments over XX months per month |
| **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 |
|  |  |

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| **Affordability assessment**Before making a loan, the University is obliged to carry out a credit worthiness assessment of the borrower. This requires the University to consider the affordability of repayments under the loan, and whether making the loan would impact adversely upon the borrower’s financial situation. The University may, in exceptional cases, undertake a credit check if deemed necessary.Please provide details of your **monthly** financial commitments, as follows:  |
| **Current or anticipated household income** | £ |
| **Mortgage / Rent payments (expected or current)** | £ |
| **Existing loan commitments** | £ |
| **Travel costs (if applicable)** | £ |
| **Other expenses** | £ |

**Bank details**

**Please** attach a print-out/screenshot of your bank account details (UK or overseas) including the name of the account holder and their home address.

(Current employees: Your loan will be paid into the same bank account into which your monthly salary is paid. For auditing and checking purposes, please ensure that you provide the details of this bank account.)

Your bank details will be held separately to your loan application and will be deleted once your loan has been repaid in full.

**Applications will not be processed until we receive this information**

**The information in this application form is true to the best of my knowledge and belief.**

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| **Signed declaration** |
| I accept the terms and conditions of Liverpool Hope University Visa 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); Immigration Health Surcharges for myself and my dependents or applications for Leave to Remain in relation to my employment at the University under Global Talent or Skilled Worker of the points-based system or ILR.
2. Should my employment at Liverpool Hope University 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 Liverpool Hope University.
4. I understand that Liverpool Hope University 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.
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| Signature: |  |
| Date: |  |
| **Loan Authorisation**(This section to be completed by HR) |
| Authorising person: |  |
| Signed: |  |
| Date approved: |  |

**Please return this form to** **HR@hope.ac.uk**

1. As defined within section SW 26 of the Immigration Rules [↑](#footnote-ref-1)