



UNIVERSITY OF  
LINCOLN

# Immigration Reimbursement Scheme

JANUARY 2024



UNIVERSITY OF  
LINCOLN

DEPARTMENT OF PEOPLE,  
PERFORMANCE AND CULTURE

## CONTENTS

<b>Section</b>	<b>Title</b>	<b>Page</b>
<b>1</b>	Foreword	<b>3</b>
<b>2</b>	Introduction	<b>3</b>
<b>3</b>	Legislation	<b>3</b>
<b>4</b>	Eligibility Criteria	<b>3</b>
<b>5</b>	Claiming Reimbursement	<b>4</b>
<b>6</b>	Leaving The University	<b>5</b>
<b>7</b>	Immigration Reimbursement Claim Form	<b>6</b>

# 1. FOREWORD

The University are proud to welcome talent and ideas from around the world in our endeavour to attract 'the best dynamic and innovative people' to our community and will assist wherever possible with the associated immigration costs for colleagues requiring a work visa to live in the UK and work for the University.

The University have therefore endorsed the following policy, which comes into effect from 16 January 2024 <sup>[1]</sup>, in response to the significant increase in fees for visa applications and the 'Immigration Health Surcharge' (IHS).

# 2. INTRODUCTION

The University will reimburse the visa and 50% of the associated IHS fees where an employee requires a visa to live in the UK and work for the University. The policy applies to permissions as outlined in section 4 and for those commencing employment or required to renew permissions from the date the policy takes effect.

# 3. LEGISLATION

The University is legally required only to employ those with a valid permission to work in the UK. There is no legislation that requires the University to provide assistance with visa application fees and associated costs. However, where the University does provide assistance (as set out in the following policy), it must comply with the relevant HMRC tax and reporting rules, which may change from time to time. This policy is non-contractual, and the University reserves the right to modify to remain compliant and/ due to overall university affordability.

# 4. ELIGIBILITY CRITERIA

The policy applies to employees that have been offered a contract for employment and require permission from the UK government (work visa) to allow them to live in the UK and work at the University. The policy also applies to those already on a contract of employment and requiring a renewal of permissions to continue to live in the UK and work at the University. In both cases contracts of employment must have at least 12 months remaining.

The work permissions in scope of this policy are as follows:

- **Skilled Worker Visa (SWV)** - Pay the full cost of a new employee's standard SWV application, in line with the term of their employment contract, plus 50% of the associated cost of the **Immigration Health Surcharge (IHS)**.

---

<sup>1</sup> Earliest effective date for the introduction of the increased IHS fees.

- **Global Talent Visa (GTV)** - Pay the full cost (endorsement and visa) of a standard GTV application, in line with the term of their employment contract, plus 50% of the associated cost of the **Immigration Health Surcharge**.
- **Skilled Worker Visa Extension** Pay the full renewal cost of a colleague's standard SWV application, in line with the term of their employment contract, plus 50% of the associated **Immigration Health Surcharge (IHS)**.

**Not in scope:**

- Associated charges for the above routes including ECCTIS fees, Biometrics, appointment travel costs etc.
- Skilled Worker Visa Premium and Priority Service
- All other visa routes and associated immigration charges including IHS, ECCTIS fees, Biometrics, appointment travel costs etc.
- Indefinite Leave to Remain
- Applications for Citizenship
- Visa costs or IHS for partner/spouse/children/family
- Any individual with a pre-existing right to work in the UK at the point of an offer of employment/renewal may not be eligible to make a claim under this policy. Where a pre-existing right to work exists please seek advice from PPC.

The University will however continue to offer an interest free loan to cover the above costs. Details of which can be found [here](#).

## 5. CLAIMING REIMBURSEMENT

- 5.1 The application and initial payment is the responsibility of the applicant.
- 5.2 Reimbursement will be made no earlier than the commencement date of employment, and only once all clearances and 'right to work' checks have been satisfactorily completed.
- 5.3 The Reimbursement claim form will need to be completed, approved and submitted along with valid proof of payment and completion of the staff expenses claim form.
- 5.4 Where an appointment is being funded by a research grant and the grant application and award has been made on the basis that costs associated with immigration will be paid by the awarding body the appropriate cost centre should be noted on the [Immigration Reimbursement Claim Form](#).
- 5.5 Reimbursements will be paid along with the salary in the month following the claim submission. The reimbursement of visa application fees and the Immigration Health Surcharge under this policy is classed as earnings by the UK tax authority (HMRC) and the University must deduct tax and national insurance contributions (NICs), where appropriate. For those new to the UK, you may qualify for tax exemption.
- 5.6 You must submit your claim for visa reimbursement within 2 months of your visa being approved if you applied for your visa from the UK or 2 months from when you started working at the University if you applied for your visa outside the UK.

## 6. LEAVING THE UNIVERSITY

Where a claim is made and subsequently paid under this policy, the applicant will be bound by the following terms:

In the event that the applicant resigns and subsequently leaves the University's employment within the tenure of their visa, they will be liable to repay a proportionate sum to the University.

This will be calculated based on the percentage of the visa tenure that has been served at the University. Recovery will be made directly from the individual's final salary payment (or via alternative arrangements, if necessary).

The value to be repaid will be reclaimed on a decreasing scale as follows:

<b>Departure date</b>	<b>% reimbursement to be repaid</b>
Within a year of employment	100%
Within the second year of employment	66%
Within the third year of employment	33%

*This guidance will be reviewed periodically to ensure it remains relevant and reflects changing legislation and organisational requirements.*

## Immigration Reimbursement Claim Form

(for visa and health surcharge costs for main applicant only)

Name of employee	
Staff ID Number	
Job Title	
School/Directorate	
Contract start date and expected end date (where applicable)	
Type of Visa	

### Total Costs Claimed

Please provide the details of the costs being claimed (receipts **must** be attached)

Type of Expense	Other Currency	£ Sterling
<b>Total cost to be reimbursed</b>		

Please choose the appropriate statements below as they relate to your claim (this information is required to determine the tax status of your application). In general, reimbursement of visa applications made inside the UK is taxable, therefore the amount you receive will be less than the cost of the visa.

<input type="checkbox"/>	I applied for the visa and the IHS whilst I was inside the UK (please go to the section employee declaration)
<input type="checkbox"/>	I applied for the visa and the IHS whilst I was outside the UK (please answer A, B and C below)

<b>A</b>	<input type="checkbox"/>	I was not tax-resident in the UK in either of the two tax years which ended before the tax year in which I came to the UK
	<input type="checkbox"/>	I was tax-resident in the UK in either of the two tax years which ended before the tax year in which I came to the UK
<b>B</b>	<input type="checkbox"/>	I was not in the UK for any reason in the two years immediately before my arrival in the UK

	<input type="checkbox"/>	I was in the UK at some time in the two years immediately before my arrival in the UK for this job
<b>C</b>	<input type="checkbox"/>	I am also claiming *relocation costs totalling £
	<input type="checkbox"/>	I am not claiming any other relocation costs

*\*please claim relocation expenses according to the University's policy which can be found [here](#).*

The tax treatment of visa reimbursement may change to take account of revised tax guidance.

### Employee Declaration

I have paid the immigration costs specified above to enable me to work, or continue to work, in the UK for the University of Lincoln. I understand that the reimbursement of these immigration costs is usually a taxable benefit and I will receive a net amount after tax and NI have been deducted, if appropriate.

Should I resign and leave the employment of the University of Lincoln before the end of the period for which I have requested an immigration reimbursement, I agree to repay a proportion of the expenses received on a pro-rata basis either by deduction from salary or such other methods as may be agreed by the Head of Reward and Benefits.

<b>Signature</b>		<b>Date</b>	
------------------	--	-------------	--

Please insert signature, please note we are unable to accept a typed name. Please now send this form and receipts to [rtw@lincoln.ac.uk](mailto:rtw@lincoln.ac.uk)

### Approval and Processing

<b>Cost Centre</b>			
<b>(print name)</b>		<b>Date</b>	
<b>(signature)</b>			
<b>Please now email to <a href="mailto:rtw@lincoln.ac.uk">rtw@lincoln.ac.uk</a> for processing</b>			