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| Managed Quarantine CostInterest Free Loan Request Form |

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| **Guidance** |
| This form should only be completed by University staff who wish to apply for an interest free loan to cover the cost of having to self-isolate in a hotel when arriving in Scotland from a red list country. Information on managed quarantine can be found on the [Scottish Government website](https://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/pages/what-you-must-do/). The University will provide an interest free loan of up to £5,000 to cover the managed quarantine costs incurred by you and your dependants. It will recover the loan through the payroll in a maximum of 12 equal instalments. The loan is subject to the Terms and Conditions set out in the Schedule at the end of this form. Please make sure you read the information to ensure you understand the terms and conditions of the loan prior to completing the form. Please complete all parts of Sections One, Two and Three. Then raise a service request via People and Money and attach the form as a word document. Please choose the category ‘Pay and Reward’ sub category ‘Staff Benefits’ from the drop down when raising the service request. In the title of the service request at Quarantine Loan and the date of travel. Please not that you will need to submit the form **by no later than the 5th of the month** in order to receive the loan payment with your salary that month. If you require this document in an alternative format please email HRHelpline@ed.ac.uk.**Privacy Statement -** For information on how we use your data, how long we keep it for and if we share it with third parties, please refer to the [Privacy Notice for Staff](https://edin.ac/2KLLOGK) and [Finance Privacy Notice](https://www.ed.ac.uk/finance/about/privacy). |
| **Section 1: To be completed by the Loan Applicant (i.e. the Employee)**  |
| **A: Personal Details**  |
|  Title, First Name(s) & Surname:  |        |
| Employee Number:  |   |
| Contact Telephone Number:  |  |
| Contact E-mail Address: |       |
| Country returning from: |       |
| Date of travel: |       |
| **Note: This can only be a country or area on the Government’s ‘**[**red lis**](https://www.gov.scot/publications/coronavirus-covid-19-international-travel-quarantine/pages/red-amber-and-green-list-countries/)**t’ – you only need to enter managed quarantine if you have been in such a country/area in the 10 days before you arrive in Scotland. As this list is subject to frequent change, please continue to check this list before submitting this form.** |

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| **B: Work Information** |
| Job Title:  |   |
| College/Professional Service Group |       |
| School/Department:  |        |
| If fixed-term, Contract End Date (dd/mm/yyyy):  |  |
| **Section 2 – To be completed by Employee**  |
| **C: Loan Request details**  |
| **Expense** | **Employee** **(£1,750)** | **Accompanying Partner and/or children over 12****(£650 each)** | **Accompanying Children between 5 and 12****(£325 each)** | **Total\*** |
| **Number of Claimants** |       |       |       | **0** |
| **Managed quarantine costs** | £       | £       | £       | **£0.00** \*cannot exceed £5,000 |
| **Repayment period: Choose between** **2 and 12 months** |       Enter number of months: minimum of 2; maximum of 12*If you employed on a fixed-term contract please ensure this does not exceed the number of months which remain.*  |
| **Please note that we will only process payments in GB Sterling in line with the published managed costs.**  |
| **Do you currently have any other loans with the University?** If Yes, please provide details below *Please note we are unable to support combined loans which total more than £10,000.*  |  Yes [ ]  No [ ]  |
| **Purpose of loan(s):**       |
| **Date loan(s) given (dd/mm/yyyy):**       | **Amount:** **£**       |
|       | **Amount:** **£**       |

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| **Section 3: To be completed by Employee**  |
| **Declaration**  |
| 1. I accept and confirm I will comply with the Managed Quarantine Interest Free Loan Terms and Conditions (set out in the Schedule below).
2. I confirm the loan will only be used to assist with the payment of the cost of a managed quarantine facility for myself and/or my partner/dependants (where applicable).
3. I agree and acknowledge that should my employment with the University end at any time and for any reason before the full loan has been repaid, the balance of the loan will immediately become repayable and will be recovered from my final pay.
4. If the balance of the loan is larger than my final pay, I agree to repay the total outstanding balance before the last date of my employment at the University. Should the loan not be repaid within 30 days of the last date of my employment, I accept the University reserves the right to charge interest at a rate of 1% above the base rate of the Royal Bank of Scotland applicable from time to time.
5. Should my salary reduce, for whatever reason, I accept the University reserves the right to continue to deduct loan repayments and in exceptional circumstances, I may receive nil pay.
6. I confirm the information I have provided in this form is true and accurate.
7. I understand that, for audit purposes, the University reserves the right to request to see evidence that the loan has been used for the purpose intended and therefore to see proof of payment. I must, therefore, keep a copy of the payment receipt until the loan has been repaid in full.
8. I understand that the University has the right to take disciplinary action should it become known that I have obtained or sought to obtain this loan for purposes other than to pay for managed quarantine.
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| **Signature:**  | **Date (dd/mm/yyyy):**  |
| **NEXT STEP**: [open a service request](https://www.ed.ac.uk/files/atoms/files/pm-_1122-_employee_guide-_how_to_raise_and_maintain_a_service_request_enquiry.pdf) in People and Money, choose the category ‘Pay and Reward’ and sub-category ‘Staff Benefits’. In the title of the service request add ‘Quarantine and your date of travel’, upload the form and press submit.  |

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| **Section 4: To be completed by HR** |
| On receipt of the form, the HR team should complete the costing section below, update the Managed Quarantine Interest Free Loan spreadsheet and the form should be authorised by the HR Authorised Signatory. |
| **School/Department Costing** |
| **Please enter the employee’s cost centre below.**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Account | 7 | 5 | 6 | 4 | Cost Centre | 4 | 8 | 3 | 0 | 0 | 0 | Job code  | G | 6 | O | V | 1 | 9 |

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| **I confirm I have checked that the total sum of all loans requested by the applicant is £10,000 or less (sum up previous loans if applicable).** |
| **HR Authorisation** |
| **Name:**      |
| **Signature:**  | **Date (dd/mm/yyyy):** |
| NEXT STEP: Email the completed form to Payroll at payroll.manager@ed.ac.uk  |
| **Oracle/People and Money updated:** **[ ]**  | **Details recorded on Managed Quarantine Loan tracking spreadsheet:** **[ ]**  |

***Schedule***

# Managed Quarantine Interest Free Loan – Terms and Conditions

1. **Definitions**

“**Applicant**” - An employee who has applied for a Loan via the Loan Request Form;

“**Borrower**” - An Applicant who has been approved the grant of a Loan by the University on the terms and conditions set out below;

“**Contract**” - the Loan Request Form entered into by the Applicant for the Loan together with these Terms and Conditions;

 “**Dependant**” – A Dependant of the Applicant e.g. a child for whom the Applicant has parental responsibility;

“**Loan**” - An interest-free loan granted by the University to the Applicant on the terms and conditions set out below;

“**Loan Request Form**” - The application form for the Loan completed by the Applicant;

**“Red List Country” –** A country designated as such from time to time by the Scottish Government, return from which requires (inter alia) quarantine in a hotel for a period of 10 days (or such as other period as the Scottish Government may apply from time to time);

**“The University”** - The University Court of The University of Edinburgh, a charitable body registered in Scotland under registration number SC005336, incorporated under the Universities (Scotland) Acts, with its registered address at Old College, South Bridge, Edinburgh, EH8 9YL, UK.

# Eligibility and application process

* 1. An individual is eligible to apply for a Loan where the individual is employed by The University at the time of application and the individual requires a Loan to assist with spreading the cost of paying for a managed quarantine facility within which they are required to reside for a period of time on their return to Scotland from a Red List Country; and
	2. Applications for Loans can only be made by completing the Loan Request Form.

# Approval of grant of Tax-free Loan

The University has sole discretion to determine (i) whether or not to grant a Loan to an Applicant and (ii) the final amount of the Loan.

# Loan Amount

* 1. In consideration of the Borrower entering into this Contract, the University may lend to the Borrower a maximum sum of £5,000. In the event that the Borrower has borrowed an amount less than £10,000 from the University, the Borrower shall be entitled to apply for the Loan if so required for the purposes defined in section 5.1 below, provided that the sum of all amounts borrowed by the Borrower from the University do not exceed £10,000.
	2. The Loan will be paid in British pound sterling (GBP) only.

# Purpose of Loan

* 1. The loan must only be used by the Borrower to pay for the cost of the Borrower, their partner and/or dependants residing in a managed quarantine facility following return to Scotland from a Red List Country, where required by prevailing Government regulations.

# No Interest

* 1. No interest shall be charged on the Loan, save as set out in clause 9.2 below.

# Payment

* 1. The Loan will be paid directly into the Borrower’s bank account.

# Repayment:

* 1. The Borrower will repay the Loan by way of deductions from the Borrower’s salary through equal monthly repayments.
	2. Subject to section 8.3, the period of repayment of the Loan will be over no more than 12 months, as agreed with the Borrower. Repayment of the loan instalments will commence in the month following payment of the Loan.
	3. The period of repayment must be in line with the individual’s length of contract. If an individual requests a repayment period longer than the number of months which remain to be worked (for example on a fixed-term contract), a repayment period in line with the remaining contract term will automatically be applied.
	4. If a Borrower’s salary should reduce, for whatever reason, the University reserves the right to continue to deduct loan repayments from the Borrower’s salary and Borrowers should therefore be aware in exceptional circumstances, they may receive nil pay.

# Termination of employment

* 1. If the Borrower’s employment with the University terminates for whatever reason at any time before the Loan has been repaid in full, the balance of the Loan will immediately become repayable. The University reserves the right to recover the balance from the Borrower’s final salary payment and by applying for the Loan, the Borrower agrees to repay immediately any amount outstanding after such final salary recovery has been effected.
	2. If the balance of the Loan is larger than the Borrower’s final salary payment, the Borrower agrees to repay the total outstanding balance before their last date of employment at the University. If the Borrower fails to pay the total outstanding balance before their last date of employment, the University may give notice in writing to the Borrower that the Loan shall carry interest from the date 30 days after the date on which the University gives such notice. In this case, the University may charge interest at a rate of 1% above the base rate of The Royal Bank of Scotland applicable from time to time. Interest payable under this section shall accrue on a daily basis and shall be applied to the capital sum to be repaid by the Borrower.

# Other Conditions

* 1. Borrowers should also be aware that, for audit purposes, the University may require to see the invoice or receipt to confirm the actual amount paid to the quarantine facility. Applicants must therefore retain a copy of the invoice/ payment receipt for the duration of the Loan agreement.

# General

* 1. Failure by the University to enforce at any time or for any period any condition of the Loan does not constitute and shall not be construed as a waiver of such condition and shall not affect the right later to enforce such condition and any other condition.
	2. If any part or the whole of any condition of these Terms and Conditions is held to be invalid or unenforceable by any legislation or legal authority, the remaining portion of such condition and the rest of the Terms and Conditions shall remain in force and effect as if the Terms and Conditions had been entered into with no such provision.
	3. The Contract shall be governed by and construed in accordance with the Law of Scotland. The Borrower and the University irrevocably agree to submit to the exclusive jurisdiction of the Scottish Courts over any claim or matter arising under or in connection with it.

**Privacy Statement**

This privacy statement explains what the University will do with the information you have provided) in this application. It explains why we hold this information, the legal basis we can rely on to collect and retain the information, how long we keep if for and who we share it with.

**Your personal information:** as the information you have provided will form part of your general employment record with the University, please refer to the [Privacy Notice for Staff](https://edin.ac/2KLLOGK).

Our legal basis for processing information about the Applicant/Borrower is ‘performance of contract’.

We will retain your application form for 6 years, after which time it will be destroyed.

This privacy statement is continued at: [edin.ac/privacy](https://www.ed.ac.uk/records-management/notice)