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| UK Residency Fees  Interest Free Loan Request Form |

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| **Guidance** | | | | | |
| This form should be completed by a University member of staff applying for an interest free loan to cover the cost of applying for settlement/ citizenship and/or legal advice associated with settlement/citizenship.  The loan is subject to the Terms and Conditions set out in the [Visa Loans Terms and Conditions](https://www.edweb.ed.ac.uk/files/atoms/files/visa_loans_t_and_cs_v140322.docx), on the [Immigration Fee Assistance web pages](https://www.ed.ac.uk/human-resources/international-staff/international-staff/after-1-january-2021/immigration-fee-assistance), under Pre-application – The Interest Free Loan. 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>Forms>Residency Fee Loan attaching the form.  For help in completing the form, please refer to the [UK Residency Fees Guidance Notes](https://www.ed.ac.uk/sites/default/files/atoms/files/uk_residency_loan_guidance_notes_v060422_0.docx).  If you require this document in an alternative format please contact HR via email [HRHelpline@ed.ac.uk](mailto: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 Applicant** | | | | | |
| **A: Applicant’s Details** | | | | | |
| Title, First Name(s) & Surname: |  | | | | |
| Employee Number: |  | | | | |
| Telephone Number: |  | | | | |
| E-mail: |  | | | | |
| **B: Work Information** | | | | | |
| Job Title: |  | | | | |
| Department / School: |  | | | | |
| Annual salary: |  | | | | |
| If fixed-term, Contract End Date (dd/mm/yyyy): |  | | | | |
| **C:** **Category Details (please tick the appropriate box in each line)** | | | | | |
| Status Type:  Settlement (Indefinite Leave)  UK Citizenship  Biometric Card  Legal Fees | | | | | |
| Fees Cover: Applicant only  Applicant + Partner/Dependants\*  Partner/Dependants only\* | | | | | |
| **\* Name of partner/dependant**  **(use an additional sheet if necessary)** | **Relationship (i.e. partner/dependent)** | | | | |
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| **Section 2 – To be completed by Applicant** | | | | | |
| **D: Loan Request details (to be completed by the applicant)** | | | | | |
| **Expense** | **Applicant** | **Partner/Dependant(s) Total** | | **Total** | |
| **Document/application fees** | £ | £ | | £0.00 | |
| **Biometric fees** | £ | £ | | £0.00 | |
| **Legal fees (Please attach copy of remittance advice or letter of engagement)** | £ | | | £0.00 | |
| **Grand Total** | £0.00 | £0.00 | | **£0.00** | |
| **Repayment period: Choose between 12 and 48 months** |  | | | | |
| **Do you or your partner currently have any other loans with the University?**  If Yes, please provide details below | | | | | Yes  No |
| **Purpose of loan:** | | | | | |
| **Date loan given (dd/mm/yyyy):** | **Amount:** **£** | | | | |
| **Section 3: To be completed by the applicant** | | | | | |
| **Signature:** | | | **Date (dd/mm/yyyy):** | | |
| By submitting this form you are confirming that you accept the terms and conditions of the loan.  **NEXT STEP**: Raise a Service Request attaching this form and a scanned copy of remittance/invoice/letter of engagement for legal advice/fees. Please select the Service Request Category>Forms>Residency Fee Loan. | | | | | |

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| **Section 4: To be completed by HR Operations** | | | | | | | | |
| On receipt of the form, HR Operations should review the costing section below, update the Interest Free Loan spreadsheet and the form should be authorised by the HR Authorised Signatory. | | | | | | | | |
| **School Costing – The loan and subsequent repayments should be costed as per the costing details below. Please select the appropriate Analysis Code from the drop down.** For further guidance please refer to the new chart of accounts and mapping old finance codes tool available [here.](https://uoe.sharepoint.com/sites/FinanceSpecialistServices/SitePages/Payments-%26-Payroll-Forms.aspx?OR=Teams-HL&CT=1644494215452&sourceId=&params=%7B%22AppName%22%3A%22Teams-Desktop%22%2C%22AppVersion%22%3A%2227%2F22010300409%22%7D) | | | | | | | | |
|  | **Entity**  **(3 digits)** | **Fund**  **(6 digits)** | | **Cost Centre**  **(8 digits)** | **Analysis**  **(6 digits)** | **Portfolio**  **(8 digits** | **Product**  **(8 digits)** | **Intercompany**  **(3 digits)** |
| For CAHSS, SCE, Support Groups and MVM | 110 | 110002 | | 11000000 | Choose an item. | 00000000 | 00000000 | 000 |
| **I confirm I have checked that the total sum of all loans requested by the applicant is £10,000 or less (add previous loans if applicable).** | | | | | | | | |
| **HR Authorisation** | | | | | | | | |
| |  |  |  | | --- | --- | --- | | **Name:** | **Job Title:** | **Date:** Click or tap to enter a date. | | | | | | | | | |
| NEXT STEP: Forward the completed form and relevant attachments by Service Request to Payroll. Indicate if ‘Urgent’ and ‘Payroll Impacting Month’. | | | | | | | | |
| **Oracle updated:** | | | **Details recorded on tracking spreadsheet:** | | | | | |