**PLEASE COMPLETE ALL RELEVANT SECTIONS OF THIS FORM** (see Guidance Notes below)

This form is to be used when an prospective employee intends to apply for an international staff visa loan, and the completed form should be submitted to your Local HR Manager. The maximum loan allowance is £10,000.

Please treat each field as mandatory, you must use the drop down items as appropriate.

**Section 1: Prospective Employee Details**

|  |  |  |
| --- | --- | --- |
| **SECTION 1: PROSPECTIVE EMPLOYEE DETAILS** | Surname/Family Name/Last Name: |  |
| Forename(s)/Given Name: |  |
| Other Names: |  |
| Title: |  |
| Employee Number: |  |
| National Insurance Number: |  |
| College/Professional Services: | Choose a College/Professional Service. |
| School/Department: | Choose School/Department. |
| Contract type: | Choose an item. |
| If you are employed on a fixed term or open ended with relevant factor contract, please specify the end date in your relevant factor: | Click here to enter a date. |

**Section 2: BANK DETAILS FOR WHICH THE LOAN WILL BE PAID INTO**

|  |  |  |
| --- | --- | --- |
| **SECTION 2: BANK DETAILS** | Name of bank account holder: |  |
| Name of bank: |  |
| Bank address including postcode and country: |  |
| Switch (non UK) or Sort Code (UK): |  |
| Account Number: |  |
| IBAN Number: |  |

**Section 3: LOAN AMOUNT**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: LOAN AMOUNT** | Amount of loan requested up to £10,000: | | £ | | | |
| Requested repayment period (not to exceed your remaining period of employment) | | 12 months: |  | | |
| 24 months: |  | | |
| 36 months: |  | | |
| Other: | | | |
| **Breakdown of Expenses to be covered** | | | | | | |
|  | | Employee (£) | | | Dependant (£) | Total (£) |
| Amount of loan required to cover visa application | |  | | |  |  |
| Amount of loan required for using UK NARIC services OR IELTS for UKVI test | |  | | |  |  |
| Other immigration expenses (please state what these will cover) | |  | | |  |  |
| Amount of loan required for Indefinite Leave to remain application | |  | | |  |  |
| If this loan will be used to pay charges for dependants\*, please provide their details | | **Dependant name** | | | **Relationship** | **Date of birth if under 18 years old** |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |
|  | | |  |  |

\*For the purposes of this scheme, dependants refer to the following: husband, wife, civil partner, un-married or same-sex partner, and young children under the age of 18 years at the time of application.

**Section 4: APPROVAL**

**By signing the below, you acknowledge that all statements will be adhered too.**

|  |  |
| --- | --- |
| 1. I confirm the loan will only be used to assist with the payment of the fees as referred to in “Breakdown of expenses be covered” as outlined above and that I will provide evidence of having done so. |  |
| 1. I agree that the loan will be repaid by deductions from my monthly salary by equal instalments up to a maximum of 36 months or the length of the employment term, whichever is the lesser. |  |
| 1. I agree that any outstanding balance amount on the above loan agreement will be deducted from my final salary upon resignation or termination of employment from Cardiff University as stated in my Contract of Employment, Paragraph 6. I agree that Cardiff University reserves the right to invoice me for any outstanding payment if the final salary is not sufficient to cover any outstanding balance. If the invoice is not paid, the University will seek settlement of the debt through all available channels, including through debt collection specialists and the Courts and interest will be charged on a weekly basis at a rate of 3% above the Bank of England base rate and will be automatically added to the outstanding debt. |  |
| 1. Should my salary reduce for whatever reason, I accept the University reserves the right to continue to deduct loan repayments and in exceptional circumstances these may reduce my net pay to nil. |  |
| 1. I confirm the information I have provided is a true and accurate reflection of my personal circumstances. |  |
| 1. I understand that for audit purposes, I must provide to the University all payment receipts to confirm the actual amount. |  |
| 1. As a prospective employee of Cardiff University, should I subsequently decide not to take up the employment offered, or should I be unable to take up the offer of employment for any reason, I agree to repay the loan within 14 days of providing notification of such to the University. |  |
| 1. This is an interest free loan payment made by the University under HMRC rules applicable on the dates of application. These rules allow employers to provide support to employees by way of such loans without the employee being charged Income Tax or National Insurance Contributions on 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 the loan to ensure the loan continues to comply with the HMRC rules. |  |
| 1. The University is not a registered lender and this loan can be recalled or adjusted in accordance with any relevant legislative changes made in the future. |  |
| Signature: | |
| Print Name: | |
| Date: Click here to enter a date. | |

**Completed forms should be emailed to your Local HR Manager.**

For internal use only

5. Local HR Manager Approval

|  |  |  |
| --- | --- | --- |
| **SECTION 5: Local HR Manager approval** | I confirm that this is request meets the conditions of the International Staff- Loan Scheme for Immigration Expenses | |
| Job title: |  |
| Name: |  |
| Signature: |  |
| Date | Click here to enter a date. |

6. HR Operations use

|  |  |  |
| --- | --- | --- |
| **SECTION 6: HR Operations Use** | I confirm that this is request meets the conditions of the International Staff- Loan Scheme for Immigration Expenses | |
| Post: |  |
| Name: |  |
| Signature: |  |
| Date | Click here to enter a date. |

**Once authorised, please email the completed form to** [**salaries@cardiff.ac.uk**](mailto:salaries@cardiff.ac.uk)