

# Visa Reimbursement Policy

Effective from December 2022

<b>This policy applies to:</b>	<b>UK</b>
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## 1. Payment of the Health Surcharge

This Policy does not cover the Immigration Health Surcharge (IHS) cost. If an applicant's role is funded by an external grant which has costs allocated to specifically support with the IHS, this may be used to reimburse the IHS cost. Please speak with People Services before submitting the reimbursement claim.

There is an interest free loan scheme available to colleagues, once employment has commenced, which can be used to support with visa/immigration related costs.

## 2. Skilled Worker/Global Talent Visa (Initial Application)

The University (hiring Academic/Service Unit) will reimburse **standard route** application fees for the main applicant and eligible dependents, applying for Skilled Worker and Global Talent visas only.

For Global Talent Visa applications, this only applies where the application is required for the colleague to commence employment with the University. Reimbursement claims can only be submitted once employment has commenced.

Please note, this cost is in addition to relocation allowance (if included as part of the offer of employment).

Fast track or priority service applications are not financially supported by the University for either the colleague or their dependents.

Should there be a unique or exceptional circumstance as to why a visa application needs to be fast tracked, People Services must be contacted by the Academic/Service Unit in advance of the application being made. This does not guarantee the request will be approved, but that the request will be assessed to determine eligibility, necessity, and an appropriate outcome will be advised. Expense claims for fast track applications which have not been approved in writing by People Services in advance of the application being submitted, will not be reimbursed.

## 3. Skilled Worker/Global Talent Visa (Extensions)

The University (Academic/Service Unit) will reimburse colleagues for applications for Skilled Worker visa extensions by **standard route** only (unless there are exceptional circumstances, as above). Colleagues who require a Global Talent Visa extension to continue employment with the University will also be eligible to have their application fee reimbursed.

Colleagues who are switching from a Skilled Worker to Global Talent visa will only be eligible to have their application cost reimbursed where their Skilled Worker Visa does not cover their remaining contract with the University (i.e. the visa date precedes the planned contract end date).

Skilled Worker/Global Talent visa extensions for dependent applications will not be reimbursed. The cost of all other visa applications are to be met by the colleague. There is an interest free loan scheme available for colleagues to support with other visa/immigration related costs.

Any tax liability on reimbursement of visa costs will normally be met by the colleague.

#### 4. How to claim reimbursement of eligible visa expenses

Claims for reimbursement of eligible visa expenses must be made through the University e-expenses system. Please contact Samantha Boshier (People Services Visa Support Manager) at [samantha.boshier@ncl.ac.uk](mailto:samantha.boshier@ncl.ac.uk) if you require support with this.

The expense type on the claim must be recorded as 'VISA' and relevant detail must be included on the 'purpose' tab of the e-expenses claim i.e. name of dependents (if they are included in the claim). For new colleagues the date of claim should be their employment start date.

Once the reimbursement claim has been submitted, all relevant receipts should be sent to [payroll@ncl.ac.uk](mailto:payroll@ncl.ac.uk) quoting the application reference number.

In all cases, evidence of People Services approval for exceptional payments must be included when submitting the claim

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Executive Sponsor: Jackie Scott, Executive Director of People Services		
Policy Owner: Chris Stanley - Head of Talent Acquisition		
Person responsible for compliance: Samantha Boshier, People Services Visa Support Manager (Colleagues)		
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