## **Loans for immigration related costs for staff Application Form**

Full Name: …………………………………………………………………………………………………………………………………………………………………..

Address: ………………………………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………… Post Code: ………………………………………..

Phone EXT: ……………………………………………………………………….. Phone Mobile: ………………………………………………………………

Payroll Number:…………………………………………………………………………………………………………………………………………………………..

Email address: ……………………………………………………………………………………………………………………………………………………………..

I wish to apply for an interest free loan to support me (and where appropriate, my immediate, accompanying family members) with immigration related costs incurred during my employment at the University of Birmingham. I wish to use the loan to assist with the payment of the following immigration related expenses (please specify and attach supporting documentation to substantiate the amount of the loan):

|  |  |
| --- | --- |
| **Item** | **Amount** |
|  |  |
| **Total** |  |

In applying for this interest free loan, I agree to the following terms and conditions:

1. To use the loan solely for the purpose set out in this form, and to provide evidence of having done so should the University request it;
2. To repay the loan through 11 monthly salary deductions commencing immediately the loan is paid to me. To this end I give permission to the University to make a monthly deduction from my net salary commencing immediately the loan sum is paid to me (or from the date I join the payroll) until the loan is repaid;
3. In the event that I leave the University’s employment prior to full repayment of the loan through the monthly deductions, the remaining balance of the loan will become repayable immediately with an automatic deduction from my final salary. If the salary amount is insufficient to cover the remaining debt, an invoice will be raised and the balance will become immediately due. 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.

Print name: ………………………………………………………………………………………………………………………………………………………………….

Signature: ……………………………………………………………………………………………………… Date: …………………………………………………..

Please return this application form to the HR Operations via the HR Service Portal: <https://universityofbirmingham.service-now.com/hr/>

**For HR:** Remaining duration of contract Permanent / …………………………………………………… months

**For prospective staff**: Written acceptance received? Y/N              Provisional start date: ………………………………………….