



## **VISA FEE REIMBURSEMENT SCHEME**

### **1. INTRODUCTION**

#### **1.1 Purpose**

1.1.1 The University is providing reimbursement of the visa fees for the Global Talent and Skilled Worker and indefinite leave to remain visas.

1.1.2 The scheme is available to employees on an indefinite or fixed term contract and is applicable to new and existing staff.

#### **1.2 Scope**

1.2.1 The following visa application fees will be covered by the scheme:

- Global Talent visas;
- Skilled Worker visas;
- Graduate visas;
- Indefinite leave to remain and;
- The biometric registration fee of £19.20, chargeable to UK based applicants.

1.2.2 The above will apply to:

- New employees obtaining Global Talent/Skilled Worker visas;
- Current employees renewing their Global Talent/Skilled Work visas;
- Current employees switching from another visa category into the Global Talent/Skilled Worker/Indefinite Leave to Remain visa routes.

### **2. PROCEDURE**

#### **2.2 Eligibility**

2.2.1 To be eligible for visa reimbursement under this scheme you will:

- Be making an application for a Skilled Worker visa, Global Talent visa or Indefinite Leave to Remain application to facilitate work at Keele University.

- Be an employee on an indefinite or fixed-term contract of employment.
- Have commenced your employment at the University.
- Have completed a successful Right to Work check that facilitates work at the University.
- Have less than 6 months remaining on your current visa at the point of application, where switching, renewal, or settlement is required for continued employment at the University.

2.2.2 Only costs for the employee as described above, are covered by this scheme.

2.2.3 Applications for reimbursement must be submitted to the People and Organisational Development Operations Team within 3 months of the visa start date.

## **2.3 Conditions**

2.3.1 Eligible employees may claim the standard set fee as listed on the relevant section of the [www.gov.uk](http://www.gov.uk) webpage.

2.3.2 Where an employee resigns voluntarily from their employment within 2 years of the reimbursement, you will be required to repay the University according to the following:

- Resignation during first year: 100%
- Resignation during second year: 50%

If your contract is fixed-term and the University does not renew the contract, you will not be required to repay any visa costs to the University.

2.3.3 Any visa reimbursement request will be entirely at the University's discretion.

## **2.4 Reimbursement Process**

2.4.1 To apply for visa reimbursement, please send evidence of payment to the People and Organisational Development Operations Team.

2.4.2 You will be notified of the outcome of your request with a letter via email that will confirm when payment will be made normally in the next available payroll.

2.4.3 As the reimbursement of visa fees is classed as earnings by the UK tax authority, the University must deduct tax and national insurance contributions (NICs), where appropriate.

### 3. ROLES AND RESPONSIBILITIES

#### Human Resources

- a) To check the eligibility of each application.
- b) To process applications in a timely manner.

#### Employees

- a) To provide honest and accurate information.
- b) To comply with the process as advised.

#### Payroll

- a) To ensure applications are processed in a timely manner.

### 4. RELATED POLICIES AND PROCEDURES

#### Visa Loan Scheme

### 5. REVIEW, APPROVAL & PUBLICATION

5.1 As a general principle, the Scheme will be reviewed by the People and Organisational Development Department, after three years or where operational and/or legislative requirements change. Any revisions will be approved in accordance with UEC procedures, where applicable.

5.2 This Scheme is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment or withdrawal.

5.3 This Scheme will be published on the University policy zone web page and will also be accessible via the People and Organisational Development web pages.

5.4 Equality issues have been taken into account during the development of the Scheme and all protected characteristics have been considered as part of the Equality Analysis undertaken.

### 6. ANNEXES

N/A

### 7. DOCUMENT CONTROL INFORMATION

|                                               |                                    |
|-----------------------------------------------|------------------------------------|
| <b>Document Name</b>                          | Visa Fee Reimbursement Scheme      |
| <b>Owner</b>                                  | Chief People Officer               |
| <b>Version Number</b>                         | 1.2                                |
| <b>Equality Analysis Form Submission Date</b> | March 2023                         |
| <b>Approval Date</b>                          | 20 March 2023                      |
| <b>Approved By</b>                            | Chief People Officer (minor edits) |

|                                                      |                  |
|------------------------------------------------------|------------------|
| <b>Date of Commencement</b>                          | September 2022   |
| <b>Date of Last Review</b>                           | March 2026       |
| <b>Date for Next Review</b>                          | March 2029       |
| <b>Related University Policy Documents</b>           | Visa Loan Scheme |
| <i>For Office Use – Keywords for search function</i> |                  |