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# 1. CONTEXT

The University of Lincoln is committed to supporting international colleagues coming to work at the University and recognise the financial difficulties individual may face in finding the cost of the necessary UK visa application,

### 3. VISA LOAN SCHEME ADMINISTRATION

**3.1** To apply for the application form to complete the Visa Loan Scheme application form and submit it to the University's Head of Payroll Service for confirmation of the

**3.11** An applicant who is pending has a period of unpaid leave of greater than one month will be required to inform the Uni Services' Head of Payroll Service and make alternative arrangements to repay the balance of the loan.

**3.12** Should the applicant fail to meet the conditions of the above conditions, the Uni Services is entitled to terminate the loan agreement and seek immediate re-payment of the outstanding balance of the loan.

**3.13** Applications may be limited to any point in the calendar year.

**3.14** An applicant in receipt of a i a loan may have full repaid the loan before a new application may be limited.

**3.15** The i a loan scheme will be reviewed annually by the Uni Services' Head of Payroll Service and a decision will be properly filed.

**Q. How can I apply for the different schemes?**

**A.** The Visa Support scheme has been replaced by a reimbursement scheme. Please bring your Visa Support claim through the appropriate evidence on MyVISA. This will be reimbursed to you in your next paymen from Payroll.

Relocation allowance is also claimed through MyVISA through the appropriate evidence and submitted receipts.

The Visa Loan scheme for family and IHS fees need to be applied for using the Visa Loan application form.

**Q. I need an advance on my Visa Loan – is this possible?**

**A.** Yes, upon receipt of your signed Visa Loan application, bring it to the Payroll Service team who will generally be able to provide an advance payment. Please then bring your evidence to support the loan.

**Q. I'm due to leave the University. Do I need to pay anything back?**

**A.** If you have taken out a Visa Loan and not fully repaid this will need to be repaid before your final leave date. Payroll Service will contact you regarding any outstanding amount that may be due.

## 7. VISA LOAN SCHEME APPLICATION FORM

This application form is available for an online Visa renewal. Please [click here](#) to download the form. Please complete and bring it to Payroll Service @lincoln.ac.uk with the evidence of the relevant application fee( ) and all payments made to UK Visa & Immigration

Owner	Last Reviewed	Next Reviewed
Payroll Service	April 2023	January 2024
Payroll Service	January 2023	January 2025