

Scope: All new Staff	Effective Date: 1 March 2024	Responsible Dept: HROD	Equality Impact Assessment: Completed
Last updated by/date: HROD / Feb 2024	Next review date: Apr 2025	Associated links & web pages: Available on HROD intranet pages	



Visa and Immigration Fee Re-imbusement Policy for Skilled Workers

Introduction and Overview

York St John University welcomes and acknowledges the contribution international staff bring to its wider community and part of our overall reward and retention approach will support new employees joining the University with the costs of their Skilled Worker visa as follows.

Eligibility

The scheme is open to new international staff employed under the Skilled Worker route i.e. those applicants who the University has agreed to sponsor as a Skilled Worker.

It applies to all staff on permanent contracts and those employed on fixed term contract of 12 months or longer, or whose series of fixed term contracts in total exceed 12 months.

Costs covered

The scheme covers the following fees which will be reimbursed to the employee relating to personal costs of:

- Skilled Worker visa - initial standard service application cost.

The above-mentioned costs relate to the employee’s personal costs only and up to a maximum of £2,000 per person. Costs associated with fees relating to partners and family members must be borne by the employee and a loan is available under the University’s Visa Loan Policy here: [Visa Loan Policy](#) .

Costs excluded

- Immigration Skills Surcharge.
- NHS Surcharge (if applicable).
- Cost associated with UKVI schemes relating to “priority” or “premium” service. Where an individual chooses to use priority or premium visa services the University will only reimburse the standard service fee cost.
- Travel costs to attend any UKVI centre.
- Any relevant biometric processing costs.
- English Language Test fees.
- Any Ecctis (previous NARIC) statement related fees.

Leavers

Employees who voluntarily choose to leave the University’s employment will be required to repay the total fees reimbursed to them on the following basis:

- If leaving within 12 months of service, the employee will repay the full amount.

- If leaving within 12-24 months the amount to be repaid will decrease by 1/24th of the amount paid for every month of service with the University.

Tax Implications

Personal immigration costs for new employees moving to the UK are not subject to tax deductions. However, please note this is only the case where the following conditions are met:

- From a tax perspective, the individual is not domiciled in the UK; and
- The journey ends on, or during the period of 5 years beginning with the arrival date; and
- The employee must have **not** been resident in the UK in either of the two tax years which ended before the tax year in which they started work in the UK; or
- The employee must not have been in the UK for any reason in the two years ending on the day immediately before they started work in the UK.

Please see [HMRC's guidance](#) with further information on the above conditions.

Costs incurred by new employees already in the UK are deemed taxable by HMRC and appropriate deductions relating to tax and national insurance will be made by the University and reimbursed fees paid net.

Payments

Visa expenses must be claimed within 12 months of the start date of employment and we will be unable to approve claims after 12 months from the employment start date.

Please complete the Visa and Immigration Fee Reimbursement Form, with receipts and forward this is HROD at HROD@yorks.ac.uk.

Following approval, the claim will need to be submitted via the finance system OneUni. Payments will be paid directly into colleague's bank account associated with their regular salary payment. Access to this system will be arranged upon commencement of employment.

Please note: A claim can only be processed once employment with the University has started.

Application of Scheme

The Visa and Immigration Fee Re-imbursement Scheme for Skilled Workers is discretionary and not a contractual entitlement. The University reserves the right to amend or withdraw the scheme at any time.

The tax treatment of the scheme may change as a result of changes to HMRC legislation and regulation.

Visa and Immigration Fee Re-imbusement Scheme for Skilled Workers**APPLICATION FORM**

Please complete and submit to HROD with evidence of the relevant application fee(s) and all payments made to UK Visa & Immigrations.

Personal Details	
Name:	
School/Directorate:	Email:
Job Title:	Tel no:

Details of Claim		
Amount of reimbursement applied for:	£	Max claim £2,000
Reason for Claim		
Head of HR's approval: Name: Signed: Dated:		
Line Manager's approval: Name: Job Title: Signed: Dated:		

Repayment
<p>If leaving within 12 months of service, I agree to repay the full amount. If leaving within 12- 24 months I agree to repay a proportion of the amount as stated in the Policy. I authorise for any outstanding amount to be deducted from my final salary.</p> <p>Signed: Dated:</p>

For completion by Payroll	
Approved for Payment	Yes/No
Evidence received:	Yes/No
Amount of Reimbursement:	£
Application forwarded to Accounts Payable	Yes/No Date
Emailed individual to confirm payment:	Yes/No Date
Approved by:	Job Title:
Signed:	Dated: